

# St. Francis Area Schools

Business Services

4115 Ambassador Boulevard NW, St. Francis, MN 55070

763-753-7040 • www.isd15.org

## UPS Approval Form

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Date \_\_\_\_\_

Check here if UPS will have a "PICK UP REQUEST" so that parcel will be sent on a "COLLECT" basis.

Is insurance needed? If so, how much \$ \_\_\_\_\_

**Department** \_\_\_\_\_

**Contents** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Sender's Name** \_\_\_\_\_

**Administrative Approval** \_\_\_\_\_  
\_\_\_\_\_

### Shipment Consigned To

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_  
\_\_\_\_\_

**Cost of this shipment is \$** \_\_\_\_\_

A copy of this form will be sent to the above mentioned administrator after the charges have been assessed.