

CANUTILLO ISD WAREHOUSE DEPARTMENT

SHIPPING AUTHORIZATION

DATE	SHIP TO ADDRESS	SHIP VIA	NO. CARTONS	ITEM DESCRIPTION	FROM
		UPS GROUND			DEPARTMENT
		UPS 2nd DAY			
		UPS NEXT DAY		ITEM VALUE	EMPLOYEE
				\$	
		USPS (PARCEL POST)		DO YOU WANT THIS INSURED?	YES ___ NO ___
		PRIORITY MAIL		CHARGE SHIPPING TO ACCOUNT #	
	RECIPIENT PHONE# ()	EXPRESS MAIL			
<i>BELOW FOR WAREHOUSE USE ONLY</i>					
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 40%;">WAREHOUSE ASSIGNED TRACKING NUMBER</div> <div style="width: 30%; border: 1px solid black; height: 25px;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">AMOUNT CHARGED</div> <div style="width: 15%; border: 1px solid black; height: 25px;"></div> </div>					

This form must be filled out completely before the Warehouse Department will accept it for shipment.

All UPS next day, UPS 2nd day, and Express mail shipments must be received by the warehouse no later than 10:00AM to guarantee delivery by specified time.