FedEx Expedited Account Request Form

This form should be used to request a departmental FedEx account number. Accounts created using this form may be used online at FedEx.com/us or with paper airway bills.

Please fill in all blanks and obtain approval signature from your department manager.

Instructions on How to Register your FedEx Expedited Account will be emailed to you when this request has been processed.

Department Name: ____________________________________________________________

Department’s Physical Address (building name and room number):

________________________________________________________________________________________

Contact Name: _______________________________________________________________

Email: __________________________________ Phone: ________________________________

KFS Account number to be billed for FedEx expenses related to this account: ________________

Departmental Approval

By signing below, I am confirming that I have signature authority for the account and fund listed above. I also understand that the FedEx account number must be safeguarded and that my department is responsible for all charges to this account.

__________________________________________
Printed name of department manager

_____________________________________________  _________________________________
Signature of department manager                   Date

When this form is completed, fax (949-824-4483) or email (palcard@uci.edu) to the PALCard Team.

(For PALCard Team use only)

FedEx Account Number _______ - _______ - _______ - _______  Date _______ / _______ / _______

Processed By ________________  Faxed to Mail Services ______

Acct# Given to Applicant: _________  Emailed Registration Instructions____

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