

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](http://Fedex.com/us) or with [paper airway bills](#).

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

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Instructions on How to Register your FedEx Expedited Account are available at:
<http://apps.adcom.uci.edu/expresso/econtent/Content.do?resource=5203>

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. This portion needs to be signed by a fiscal officer who would be reconciling the transactions and cannot be same as the person this account is assigned to.

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.

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(For PALCard Team use only)

FedEx Account Number _____ - _____ - _____ Date ____/____/____

Processed By _____ Faxed to Mail Services _____

Acct# Given to Applicant: _____ Emailed Registration Instructions _____