

FED-EX SHIPPING PROCEDURE

for the UNM Dept. of Biology
as of September 2014

1. Initiate a request for a Fed-Ex shipment by using the FedEx Shipment Request Form, found at <http://biology.unm.edu> → Department Administration & Forms → Forms subsection Departmental Forms.
2. Complete the form, then send it to bioacct@unm.edu (Biology Accounting), with the requester's supervisor copied as appropriate.
3. FedEx Overnight and Express shipments must be received at bioacct@unm.edu *before* noon if they are to be shipped the same day. All requests received *after* noon (12 p.m.) will be processed for shipment the next business day.
4. Once Biology Accounting has approved the shipment request, a confirmation e-mail will be sent to Bruce Yazzie (Shipping & Receiving Clerk, Biology Dept. Storeroom, Castetter 1480) and the sender of the shipment.
5. After receipt of the shipping approval/confirmation e-mail, the sender of the shipment must take the package, already packaged correctly for shipping, to Bruce in the Biology Storeroom. NOTE: Neither Bruce nor any other staff person is responsible for packaging items; this is the sole responsibility of the sender.
6. Bruce will fill out the appropriate FedEx forms and create the shipping label. He will provide any cover slips, dry ice labels, etc. required.
7. Bruce will assist in affixing proper labeling to the package.
8. Overnight and express shipments will be taken to the Biology Department Main Office for pick-up by FedEx.
9. FedEx ground shipments will be picked up by FedEx ground services from the Storeroom.