Federal Express Justification Form

(Required for shipments that will be paid from **Grant funds ONLY**)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Express Tracking #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Contents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Justification of how shipment relates to grant project being charged: \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Indicate reason for using Fed Ex vs USPS:

 \_\_\_\_ Time Sensitive shipment

 \_\_\_\_ Includes Dry/Ice

 \_\_\_\_ Tracking provided

Lab signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_