

**Shipping and Courier Expenses**

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

Incoming: \_\_\_\_\_  
(Company name or person Sending)

Outgoing: \_\_\_\_\_  
(Company name or person Sending)

Type: Letter Package Courier  
Box Other \_\_\_\_\_  
(Please describe)

Coding: Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_

\_\_\_\_\_  
Signature of spending approval Please print name

**For Tri Agency Funds, Pre-Approval Required by Research Accounting**

\_\_\_\_\_  
Research Accounting Approval Date

Carrier & Waybill #: \_\_\_\_\_

**Shipping and Courier Expenses**

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

Incoming: \_\_\_\_\_  
(Company name or person Sending)

Outgoing: \_\_\_\_\_  
(Company name or person Sending)

Type: Letter Package Courier  
Box Other \_\_\_\_\_  
(Please describe)

Coding: Fund: \_\_\_\_\_ Orgn: \_\_\_\_\_

\_\_\_\_\_  
Signature of spending approval Please print name

**For Tri Agency Funds, Pre-Approval Required by Research Accounting**

\_\_\_\_\_  
Research Accounting Approval Date

Carrier & Waybill #: \_\_\_\_\_