



# Rensselaer

## Shipping Form

**Ship From**

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Ship To**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Package Type: \_\_\_\_\_  
 Dimensions: \_\_\_\_\_  
 Weight: \_\_\_\_\_

Approximate Dollar Value: \_\_\_\_\_  
 Brief Description of Item: \_\_\_\_\_


Fund and org to charge: \_\_\_\_\_ (Fund #) \_\_\_\_\_ (Org. #)

If charged to sponsored research, please explain how it relates to the project:

**Shipping outside the U.S.?**

Is this Hardware/Material or Proprietary Technical Information\*?  
 If Yes, EAR Commerce Control List or ITAR Category?


\*Technical information is defined as "Specific information necessary for the development, production, or use of a product". If the information is in the public domain, select No.

\_\_\_\_\_  
 Printed name of Faculty/PI

\_\_\_\_\_  
 Signature

**For office use only:**

Tracking#: \_\_\_\_\_ Shipping Amount: \_\_\_\_\_

Financial Manager approval: \_\_\_\_\_  
 Name

\_\_\_\_\_  
 Signature