

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Thursday, January 29, 2015 10:25 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Additional guidance on processing Fed-Ex payments
Attachments: ATT00001.txt

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To Pullman Financial Administrators:

With the issuance of the update in procedure for the payment of Fed-Ex small shipment invoices, The Controller's Office and Central Receiving would like to offer some additional guidance that you may find helpful when shipping small packages or using your Fed-Ex account to receive packages.

- The Request for Shipment Form is necessary only when your packages are handled through Central Receiving or the Office of Grant and Research Development. The Forms will now be finalized in the Electronic Forms System when packages are shipped. For more information, including instructions on using these forms to reconcile the expense in your ledgers, please visit <http://acctspay.wsu.edu/Shipping.html>.
- Please note that by choosing to ship and receive packages directly from your office without going through Central Receiving, Central Receiving will not be able to assist you with missing or lost deliveries, or assist with addresses for incoming packages. You will need to communicate with Fed-Ex directly about these issues. Make sure you confirm your complete shipping address with vendors. Please visit BPPM 80.19, [Addressing Pullman Mail](#), to review address standards and conventions.
- **Hazardous materials must ALWAYS be shipped through Central Receiving.**

Please contact Accounts Payable if there are any questions with the material provided.

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