

## FedEx Process

FedEx uses covered by the Department:

- AIT department purchase returns
- Faculty sending/receiving miscellaneous business related items (if charges relate to faculty/PI research, they will need to be charged to their Faculty Portfolio fund)
- Letters of Recommendation
- Grant related (i.e. proposals, pre-award related documents)
- HR Service Center documents
- Diplomas
- Ad-hoc requests need approval from site manager (ZFGH: Eric Tow, Other Campus Locations: Patricia Bustos)

Prior to shipping a document or package via FedEx, please follow the below instructions:

- Know the purpose of the shipment; this will determine whether the shipment may or may not be covered by the department
- If the purpose of the shipment falls under one of the uses covered by the department, please use blanket purchase order **Boo0833093** **(Not to be used for ZSFG shipments)**
- \*\*The Anesthesia Finance Office requests an email to Patricia Bustos before you process your FedEx shipment. This is to ensure that the blanket purchase order will have enough funds\*\*

**For ZSFG** related FedEx orders, please contact Eric Tow.

If you receive an unsupported FedEx invoice:

- Review the information on the invoice; ensure the shipment was made by the department
- By email, please send the invoice to Eric Tow at the Anesthesia Finance Office along with the required documents needed for an After-the-Fact purchase order

### **Important note:**

**Personal use** - please refrain from using FedEx accounts belonging to the Department of Anesthesia. Should you need to send personal documents/items via FedEx, please use the hard copy FedEx *US Airbill* form and enter your personal payment information.

**If there are additional questions, please contact Patricia Bustos- (Patricia.Bustos@ucsf.edu)**

**Eric Tow – ZSFG (Eric.Tow@ucsf.edu)**