

TRANSPORTATION SERVICE REQUEST (TSR) CARD

A Transportation Service Request card may be used for the shipment of most material. Materials purchased on a Purchase Order or Purchase Order Draft valued **under \$500 (and not involving a credit)** can be shipped using a Transportation Service Request card. Items purchased using the Michigan State University Purchasing Card should be returned to the merchant using a Transportation Service Request card.

Regardless of dollar value, materials not purchased on a Purchase Order or Purchase Order Draft may be shipped using the card. To ship material using a Transportation Service Request card, simply fasten a completed card to the material and place it in your Campus mail pick-up location. University Stores will pick up the material and deliver it to the Shipping Department for processing. For even faster processing, drop off your material at the University Stores Shipping Department. For more information contact Brian Estee, University Stores - Traffic, (517) 355-1700, extension 212.

Copy of the Transportation Service Request Card

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| Department Name | Account Number |
| MICHIGAN STATE UNIVERSITY TRANSPORTATION SERVICE REQUEST | |
| Date _____ | Approved by: _____ <i>Signature required</i> |
| Address: (NO PO BOXES ALLOWED) (INCLUDE FOR TRACKING PURPOSES) | |
| To: _____ | Standard Ground () |
| Address _____ | 3-Day Select () |
| City, State, Zip _____ | 2nd Day Air () |
| | Next Day Air () |
| | *International () (Customs declaration papers are required) |
| Replacement value of shipment \$ _____ | |
| Do you want this insured? _____ YES _____ NO | |
| MSU P.O. NO. Reference: _____ | |
| Vendor RGA or RMA NO: _____ | |
| <small>Printed by Michigan State University Printing Services MSU is an Affirmative Action/Equal Opportunity Institution O-21474</small> | <small>Stock No. 140-2820</small> |

| MATERIAL IS BEING RETURNED OR SHIPPED FOR: | |
|--|---|
| QUANTITY | ITEMIZE, MATERIALS BELOW GIVING COMPLETE DESCRIPTION AND STATE IN DETAIL WHY MATERIAL IS BEING SHIPPED. INDICATE APPROXIMATE TOTAL SIZE, WEIGHT OF SHIPMENT AND NUMBER OF PACKAGES. |
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