

Use of FedEx Courier Services Request for Exception Review

As part of the Procurement Strategic Sourcing process, the university is standardizing express shipping to use UPS as a way to generate cost savings by consolidating our spend with preferred service providers. Use this form to request an exception when FedEx must be used because UPS cannot provide specific requirement(s).

Requests for exception will be considered by Procurement Services. To request an exception review:

- Complete this form and submit it by email to strategicca@umich.edu, or fax to 734-615-6235.
- The completed form must be signed by a Dean or Director.
- Allow up to 5 business days for the review process. A Strategic Contract Administrator will contact the Requestor listed on this form with the results of the review.

Requestor Name: _____

Phone: _____

Requestor Email: _____

Fax: _____

Service required:

Business purpose:

Reason(s) UPS cannot provide service for your shipping needs:

Dean or Director Signature

Date

Dean or Director Name (print)

Printed Title

COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL OF THE EXCEPTION REQUEST.

PROCUREMENT SERVICES RESERVES THE RIGHT TO COMPETITIVELY BID, NEGOTIATE PRICING OR SOLICIT ADDITIONAL INFORMATION AND REMAINS THE FINAL AUTHORITY ON ALL PROCUREMENT ISSUES.

To be completed by Procurement Services

Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Reviewed by:	Date:
Reason:				