

**University of Wisconsin 2017
CampusShip User Set-up Form**
Upon completion please email to denise.mcdearmon@wisc.edu

Step 1 Location Name (Building name) _____

UPS Account Number _____
(provide existing account number, or indicate "NEW")

Step 2 Department Name _____

Name of Individual _____

Title _____

Phone Number _____

Fax Number _____

E-mail Address _____

Complete Mailing Address _____

Step 3 Payment Options

Procard

Cardholder Name _____

Card Account Number _____

Expiration Date _____

*You can access electronic billing to receive your account number statement details. Please access
How to set up for electronic billing available.*

--OR--

Direct Charge

Default Funding Source (SFS Format) _____

Detail will be sent to UW Accts Payable and you will be charged via funding string through UW.