Kegonsa Research Campus
University of Wisconsin-Madison
3725 Schneider Drive
Stoughton WI 53589
608-877-2200 / Fax 608-877-2201

Packing Slip No.	Pack -
Date Requested:	
Requested By:	
Project Manager:	
PSL Project-Task No.:	

Ship To:

Phone:

Special instructions for completing this form:

1) The gray areas of this form must be completed by the requestor prior to shipment.
2) Shipping containers must be unsealed for inspection by the shipping department.
3) If your shipment will be shipped to a destination outside of the United States, you must complete an Export Control Assessment* and complete the "Shipper's Hazardous Material Certification Form.
4) Please note any instructions for the vendor in the area below.
5) Request must be signed by the project manager - initials OK.
6) The "Shipper's Hazardous Material Certification Form" must be completed and submitted along with this form when shipping any hazardous material.
7) You will need to obtain a PSL PO# and include it here if there will be charges from the vendor (receiver).

* See Stockroom personnel for more information.

Shipping Method:(check one)

Ground		Shipped By:	
2nd Day		Shipped Via:	
Next Day		Tracking No.	
		# of cartons	

Reference:

PSL PO#	
Customer PO#	
Vendor RA#	
Vendor Contact	

Quantity	Description	Value

Additional Instructions & Information:

I certify that the above information is correct.

Signature

Form updated: April 19, 2011