If delivery to a University department location is neither possible nor practical, given that staff and faculty are working remotely, **AND** the total amount of the order is $500 or less, you may route delivery of your package to Print & Mail Services who will handle delivery to the final destination.

The UShop requisition will require two additional approvals:

- Department individual in a leadership position, such as a Director or a Dean
- UShop Solution Administrator, Perry Hull

1. Click **edit** to select a different Shipping address.

2. Click **click here** to select a different address.

3. Click on **select from org addresses**.

4. Type the word “print” in the search field

5. Select “Print And mail Services” located on South Campus Drive
6. In the *Attn To* field, be sure to add the words “RE-ROUTE:” along with your name, phone.

7. Two Additional Approvers must be added to allow any package to be shipped to an off-campus location.

   Select *Additional Approvers* link then click the *edit* button.

8. The UNID of the approver may be entered, or click *select from all values* to open a description field to search by name.

9. The first Additional Approver required is your Director or Dean to determine the propriety of shipping this order off campus.
10. The second required Approver is Perry H Hull in UShop.

11. After your order is submitted, Print and Mail services will contact you to determine the correct off-campus location. They will either deliver the package or send the package via Fed Ex. Shipping charges will apply.