

# Addition – Ship To

Please Print

Ship to Code

Required Fields

Requestor's Name

\_\_\_\_\_

Requestor's Phone Number

\_\_\_\_\_

Fax

\_\_\_\_\_

Requestor's E-mail

\_\_\_\_\_



Campus

UIC

UIS

UIUC

UI System

Chart/Organization Code (from FOAPAL)

Chart

\_\_\_\_\_

Org Code

\_\_\_\_\_

Department Name (Address Line 1)

\_\_\_\_\_

Address Line 2

Rm/Building Name

Mail Code

\_\_\_\_\_

Address Line 3

Street Address

Rm

\_\_\_\_\_

Building

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\_\_\_\_\_

Please complete this form and submit it to the appropriate campus Purchasing Division.

**Urbana Campus**

Purchasing Division  
212 Illini Plaza, MC 602  
1817 S. Neil St.  
Champaign, IL 61820-5752  
FAX: 217-239-6877

**Email:**

urbanapurchasing@uillinois.edu

**Chicago Campus**

Purchasing Division  
308 Marshfield Bldg. MC 560  
809 S. Marshfield Chicago, IL  
60612-7203  
FAX: 312-996-3135

**Email:**

uicpurchasing@uillinois.edu

**Springfield Campus**

Purchasing Division  
Business Services Building  
106 One University Plaza  
Springfield, IL 62703-5407  
FAX: 217-206-6607

**Email:**

uispurchasing@uillinois.edu

**System Offices**

System Purchasing and  
Support Services  
507 E. Green Street  
Suite 501, MC 407  
Champaign, IL 61820

**Email:**

procurement@uillinois.edu