

FEDERAL EXPRESS PAYMENTS:

Federal Express will invoice the college for items that you have sent via FedEx; when you receive a FedEx letter or package via FedEx or when you have advised the shipper to have FedEx bill the College.

Please follow the instructions below for payment of your Federal Express Air-bill:

1. FedEx users will no longer need to create a disbursement request for \$20.00. Instead, when filling out the FedEx Air-bill slip, please include the six digits Cost Center to be billed in section #2 of the Air-bill slip, titled "Your Internal Billing Reference" (Please see the example below).
2. Immediately forward the original Air-bill slip to Accounts Payable for processing. Accounts Payable will generate the necessary Disbursement Request for you.
3. Please retain a copy of the Air-bill slip for the Cost Center Administrator to use as a reference when approving the online Disbursement Request that was generated by the Accounts Payable Department.
4. Please do not use your Purchasing Card (P-Card) for Fed Ex purchases, as the College does not receive a reduced rate when this form of payment is used.

BCC's Federal Express account IS NOT FOR YOUR PERSONAL USE. The FedEx Air-bill has a place for the sender to use their personal credit card, which you may use if you need to send something FedEx.

If you have any questions, please feel free to contact the Accounts Payable Department at extension 7441.

FedEx Express US Airbill

FedEx
Tracking
Number

8619 1373 1279

1 From Please print and press hard.

Date _____ Sender's FedEx Account Number **3738-1630-2**

Sender's Name _____ Phone **(954) 201-7441**

Company **BROWARD COMMUNITY**

Address **225 E LAS OLAS BLVD** Dept./Floor/Suite/Room

City **FORT LAUDERDALE** State **FL** ZIP **33301-2208**

2 Your Internal Billing Reference

First 24 characters will appear on invoice.



OPTIONAL

3 To

Recipient's Name _____ Phone () _____

Company _____

Recipient's Address _____ We cannot deliver to P.O. boxes or P.O. ZIP codes. Dept./Floor/Suite/Room

Address _____ To request a package be held at a specific FedEx location, print FedEx address here.

City _____ State _____ ZIP _____

0363302258



Track the pickup at fedex.com
Manage your shipping. Manage your account. Access all the tools you need.