

TEXAS A&M UNIVERSITY-KINGSVILLE
FEDEX OFFICE / DOCSTORE ACCOUNT APPLICATION FORM

REVISED 01/20/13

Department Information:

Department: _____

Department Contact: _____ Extension: _____

Department Mail Stop Code: _____

Default FAMIS Account #: _____

Account Manager Name: _____

Account Manager Signature: _____

Applicant Information:

Applicant's Full Name: _____ Extension: _____

Applicant's Job Title: _____

University Email: _____

Faculty/Staff UserID: _____
(kaXXXXXX or kuXXXXXX)

Requesting: FedEx Office DocStore Access (for ordering online)
 FedEx Office Card (for use in FedEx Office Stores)
 Both

Applicant's Signature: _____ Date: _____

Procurement Office Use Only:

FedEx Card # (if requested): _____

FedEx Account Name: _____

**Please submit this form to the Office of Strategic Sourcing & General Services (SSGS)
College Hall Rm 121, MSC 212, email to procurement@tamuk.edu or fax to 593-2719.**

If applying for a card, please have the applicant hand deliver the forms as the card will be issued at the time the forms are received.

If you need further assistance, contact SSGS at 593-3814 or by email, koprocu@tamuk.edu