

Off Campus Shipping Domestic or international courier shipments from (main campus, foothills, downtown or spyhill)

Visit the [SCM service request form](#) under My Work on the portal to access the Off Campus Shipping form. This form is to be used to request a pickup of items on campus and coordination of courier delivery by Distribution Services.

Including but not limited to:

- x Envelope
- x Box
- x Case
- x Crate
- x Pail
- x Bag

Step 1:

