



SAO - FINANCIAL MANAGEMENT DEPARTMENT

M E M O

DATE: May 20, 2020

SUBJECT: **FedEx Main Account 7153-28933 – Billing Reference**

To ensure FedEx shipments are charged to the correct fund, please fill out the **Billing Reference section** on the paper or online forms:

Billing Ref. **Shipment related to a Purchase Order:**
Please write the PO number.

Billing Ref. **Shipment not related to a Purchase Order:**
Please write the complete Project ID (for example: 40040101I9600).
In addition *-for project with WBS such as SWEAP, AGWS, or G-CLEF-* include the Activity ID. You can contact the project administrator to confirm this information.

Paper form: (New FedEx Account: 7153-28933)

The image shows a FedEx Express Package US Airbill form. A yellow arrow labeled "Billing Ref." points to the "Your Internal Billing Reference" field, which contains the number 7153-28933. Other fields include "From: Tyler Hanlon", "Address: 1234 Main Street, Phoenix, AZ 85034", and "To: Liam Riley".

Online form: (New FedEx Account: 7153-28933)

The image shows a screenshot of the FedEx online shipping creation interface. A yellow arrow labeled "Billing Ref." points to the "Your reference" field in the "4. Billing Details" section, which contains the number 7153-28933. The "From" address is Janet Klass, 1380 Lawrence St, Suite 800, Denver, Colorado, 80204, United States.