



## UPS EMPLOYEE AGREEMENT

This agreement is for new UPS Account Department Administrators.

I \_\_\_\_\_, hereby request access to a Georgia Institute of Technology ("the Institute") UPS Account, that will only be used to acquire materials and supplies for the Institute.

1. I agree to follow the Institute Policy 5.5.1.8 for FedEx and UPS Accounts. I understand that I am responsible for any shipments that I make and for their payment. I agree to be responsible for the management of the UPS Account assigned to me. I further understand that I am responsible for any shipments by any and all Shippers who use my UPS Account.
2. I will make sure that UPS has my correct payment information. If my desired payment option changes, I will notify UPS immediately to update that information.
3. I agree to use the UPS Account for authorized official business purchases only and agree not to charge personal purchases.
4. I agree to notify the Institute's Campus UPS Administrator at 404-894-5000 or via ServiceNow Incident Request if my Institute contact information changes or upon termination of employment. (If someone else will be taking over the management of your account, then they will need to complete this form to transfer the UPS Account to their name).
5. I understand that the Institute may terminate my right to use the UPS Account at any time for any reason.

Acceptance this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Department Name and Number

\_\_\_\_\_  
Department Head Name – Printed

\_\_\_\_\_  
Employee's GA Tech E-mail Address

\_\_\_\_\_  
Employee's GA Tech Telephone Number

\_\_\_\_\_  
Techworks Employee Number

\_\_\_\_\_  
Building/Street Address

\_\_\_\_\_  
Name of Previous UPS Dept. Admin (if applicable)

\_\_\_\_\_  
City, State, Zip

**INSTRUCTIONS:** Please submit this form to the [Procurement Department via ServiceNow Incident Request](#) or to the Procurement office, c/o Business Services, MC0300 only after all of the blanks are completed.