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

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

**Shipment not related to a Purchase Order:**
Please write the complete Project ID (for example: 4004010119600). 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.