

MEMORANDUM

To: The University Community

From: Lauren Weitzel, Director
Purchasing and Campus Services

Date: December 8, 2017

Re: Student Packages

As a reminder to students, any unclaimed packages over the holiday break will be returned to sender. Regulations of the various delivery companies do not allow mail to be forwarded to student's homes. For guaranteed delivery, packages that are expected to be delivered in the month of December should be sent to your home address.

Also, be aware that all delivery services are very busy during this time of year and expected deliveries may be delayed.

If you have any questions or concerns, please contact the Purchasing Department at extension 4181.