

MEMORANDUM

To: The University Community

From: Lauren Weitzel, Assistant Director
Purchasing and Campus Services

Date: December 12, 2017

Re: Office Hours for Mail Delivery

Due to the upcoming holiday schedule, if your office is planning on being closed any time before or after the week of December 25, 2017 through January 2, 2018, please contact mailroom to inform them of your offices hours. It is important to notify the mailroom if your office will be closed, so that the mail can be delivered efficiently and effectively.

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