

MEMORANDUM

Date: May 1, 2018

To: The University Community

From: Lauren Weitzel, Director
Purchasing and Campus Services

Re: End of Semester Mail Delivery

As we approach the end of the semester, please remember to grab all packages from your residence hall and/or the Boyer Building mailroom before you leave.

The University cannot forward packages to your home due to USPS, UPS and FedEx rules and regulations. All packages that remain at the end of the semester must be returned to the sender.

If you order an item in the upcoming weeks, please have it sent to your home or apartment in lieu of your campus address.

Thank you for your cooperation.

Please contact the Purchasing Office with any questions at 717-871-4184.