

MEMORANDUM

Date: August 21, 2017

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: Mail Delivery During Orientation

Due to Orientation events on Thursday, August 24, 2017, the mailroom will only be delivering to Dilworth Building, Lyle Hall, Duncan Alumni House, Biemesderfer Center, Student Memorial Center and Francine G. McNairy Library & Learning Forum (at Ganser Hall). Regularly scheduled mail deliveries will return the following day, Friday, August 25, 2017.

Thank you for your cooperation.

Please contact the purchasing office with any questions at x 4184