

MEMORANDUM

To: The University Community

From: Lauren Weitzel, Director of
Purchasing and Campus Services

Date: December 4, 2017

Re: Personal Mail Delivery

It has been brought to our attention that there have been an increasing amount of personal packages delivered to our mailroom. We understand that it is the holiday season, but we kindly ask you to refrain from addressing personal packages to your University address. It is not the responsibility of the mailroom to deliver personal packages during work hours unless it is directly related to University business. If the mailroom determines that there is a personal package to be delivered to an on-campus employee, the mailroom will notify the addressee and it will be the responsibility of the addressee to visit the mailroom for pick-up.

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