

MEMORANDUM

Date: April 25, 2018

To: The University Community

From: Lauren Weitzel, Director
Purchasing and Campus Services

Re: Mail Delivery

Due to some unforeseen circumstances, the mail room will only provide morning delivery services now through Friday, April 27, 2018. The mail room will also be closing at 3:30pm during this time. Regularly scheduled mail deliveries will return on Monday, April 30, 2018.

Thank you for your cooperation.

Please contact the purchasing office with any questions at x 4184