

## MEMORANDUM

Date: August 21, 2018

To: The University Community

From: Lauren Weitzel, Director  
Purchasing and Campus Services

Re: Mail Delivery During Orientation

Due to Orientation events on Thursday, August 23, 2018, the mailroom will only be delivering to Biemesderfer Center, Dilworth Building, Duncan Alumni House, Lyle Hall, Francine G. McNairy Library & Learning Forum, and the Student Memorial Center. Regularly scheduled mail deliveries will return the following day, Friday, August 24, 2018.

Thank you for your cooperation.

Please contact the purchasing office with any questions at extension 4184