

## MEMORANDUM

**To:** The University Community

**From:** Lauren Weitzel,  
Director, Purchasing and Campus Services

**Date:** November 28, 2018

**Re:** Student Packages

As a reminder to students, any unclaimed packages over the holiday break will be returned to sender. Regulations of the various delivery companies do not allow mail to be forwarded to students homes. If students would like to guarantee delivery, packages expected to be delivered in the month of December should be sent to their home address.

Students should also be aware that all delivery services are very busy during this time of year and expected deliveries may be delayed.

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