

## **Facilities Management Department Notice Interim Mailroom Operations UPDATE**

*The University Mailroom will be managed by other Facilities personnel for potentially the next two weeks.*

### MAIL PROCESS

*On campus mail delivery will continue to designated departments as usual.*

*Departments that routinely pick up their mail at Boyer Building can now pick-up their mail at **Boyer Building from 1:00 PM – 4:00 PM** Monday-Friday.*

**On campus mail can be dropped off at either Boyer Building from 1:00 PM – 4:00 PM or Palmer Building from 7:00 AM – 3:00 PM.**

*Any department with outgoing mail or packages, will need to take their items to the Millersville Borough Post Office located at 431 N George Street, Millersville, PA 17551.*

*Individuals will need to use their MU P-Card to pay for any postage charges. Please retain receipts and upload as part of the credit card reconciliation process.*

### COMPUTER AND OTHER DEVICES

*Personnel can drop off and pick up any computer or other devices at Palmer Building.*

### ID CARDS

*For questions and issues related to ID cards, please email [Help.Desk@millersville.edu](mailto:Help.Desk@millersville.edu) or call 717-871-7777 for assistance.*

### EFFECTIVE DATES

*Wednesday, January 27, 2021 through February 12, 2021.*

*If you have any questions or concerns, please call Facilities Management Department at 717-871-7875 or email [mufacilities@millersville.edu](mailto:mufacilities@millersville.edu).*

*“We are sorry for any inconveniences that this project/event may cause. Please contact Facilities Management at x7875 for additional information. Thank you for your cooperation and patience.”*