No Mail Delivery During University Closure

To:
Campus
Names and titles:
University Postal Services

Date:
December 11, 2017

The University Closure will begin on Wednesday, December 27, 2017, and continue through Friday, December 29, 2017.

During the closure period there will be no mail delivery to the MAIN CAMPUS. However, University Postal Services will continue to sort incoming mail from the U.S. Postal Service. Departments wishing to pick up their mail during the closure dates of December 27th, 28th and 29th must notify University Postal Services in writing (email) of their intention to do so.

University Postal Services must receive the written notification via email no later than 12:00 p.m. on Friday, December 15, 2017. Please send email notification to: vflores34@email.arizona.edu.

University Postal Services is located at 3740 E. 34th St.

During the closure the following instructions apply:

- Mail must be picked up no later than 9:00 a.m.
- Personnel picking up mail will be required to show University ID.
- Personnel picking up mail must take all mail for the department (no individual caller service).
- There will be no inter-campus or outbound mail processing.
- Mail received during the holiday closure will be delivered when regular mail processing resumes on Tuesday, January 2, 2018.
- If you have questions regarding mail delivery, please contact University Postal Services at 621-7939.

Source URL: https://uaatwork.arizona.edu/uannounce/no-mail-delivery-during-university-closure

Links:
[1] mailto:vflores34@email.arizona.edu