



FINANCIAL SERVICES OFFICE

Procurement & Contracting Services

Postal Services

To: UA Main Campus
From: University Postal Services
Subject: Schedule during University Closure

During the closure period there will be **no** mail delivery to MAIN CAMPUS. However, University Postal Services will continue to sort incoming mail from the U.S. Postal Services. Departments wishing to pick up their mail during the closure dates of December 26, 27, 28 and 31 must notify University Postal Services by email of their intention to do so. **Notification must be received no later than 12:00 p.m. on Monday, December 17, 2018. Please send email notification to:** vflores34@email.arizona.edu.

UNIVERSITY POSTAL SERVICES LOCATION

3740 E 34th Street

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 closure will be delivered when regular mail processing resumes on Wednesday, January 2, 2019.

If you have questions regarding mail delivery, please contact University Postal Services at 621-7939.