

## INCOMING PERSONAL MAIL OR PACKAGES

10/5/09

Personal mail and personal orders or shipments should NOT be delivered to campus.

Temporary exceptions may be made on a pre-approved basis if you have a legitimate extenuating circumstance. If you have such an extenuating circumstance that you would like to request a one-time exception for, please contact the appropriate site for advance permission to have a personal shipment or personal mail delivered to campus:

Central Receiving 755-2873 (for UPS, FedEx, all other freight carriers)  
Mail Room 755-3922 (for all types of U.S. Mail)

Thank you for your attention and cooperation.