

December 1, 2023

MEMORANDUM

TO: ALL CAMPUS USERS

FROM: Andy Mitchell
Executive Director, Logistic Services

SUBJECT: Mail Services, Central Receiving and Surplus Offices Holiday Break Schedule

Incoming Mail

During the University holidays, the University Mail Service Center customer service window will be open from 8:00 a.m. to 10:00 a.m. on the following days:

December 26th, 27th, 28th, and 29th

On each of these days, departmental mail will be available for pickup by a departmental representative at the customer service window located in the Purchasing and Stores building on Agronomy Rd. Please note that mail will be released in department bundles only.

Outgoing Mail

University Mail Services will process outgoing mail through December 23rd. In order to be as efficient as possible we are asking University Mail Services receive all large mailings by December 20th, 2023 and all other outgoing mailings that are to be metered before the holidays be received by December 21st, 2023 by 5:00 p.m. to ensure timely delivery. Questions concerning mail handling during this time should be directed to call University Mail Services at 845-4624 or you can email at mail@tamu.edu.

Central Receiving

The Central Receiving office will be closed during the holiday break. As such, please do not have packages or other deliveries routed to Central Receiving. Normal deliveries will resume on January 2nd, 2024.

Surplus Property

The Surplus Property auction will begin on the third Monday of return on January 15th, 2024. The auction can be viewed at www.lonestarauctioneers.com and <https://www.govdeals.com/>.

Campus Mail & USPS Property

To provide increased sustainability and improve recycling efforts on campus, please return any excess campus mail envelopes to Mail Services. Mail Services is also requesting that all departments return any USPS property, particularly USPS containers to Mail Services via mail services personnel. Mail Services will then consolidate all items and return them to the USPS.