

December 2, 2024

## **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 to 10 a.m. on the following days:

*December 26, 27, 30 and 31*

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 23. To be as efficient as possible we are asking University Mail Services receive all large mailings by December 19, 2024, and all other outgoing mailings that are to be metered before the holidays be received by December 20, 2024, by 5 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 [mail@tamu.edu](mailto: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 2, 2025.

### **Surplus Property**

The Surplus Property auction will begin on the third Monday of return on January 20, 2025. The auction can be viewed at [www.lonestarauctioneers.com](http://www.lonestarauctioneers.com) and <https://www.govdeals.com/>.

### **Campus Mail and United States Postal Service Property**

To provide increased sustainability and improve recycling efforts on campus, please return any excess campus mail envelopes to Mail Services. Mail Services is requesting that all departments return any United States Postal Service (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.