

In response to the Governor's order to "Stay at Home" for the next 21 days, the following procedures are in place for the handling of packages received in Central Receiving on campus;

Small Packages - Pickup (P-card and PO orders)

Small packages will be processed as follows;

- Packages will be received on campus during the hours of 8:00am - 2:00pm, Monday - Friday.
- Central Receiving will be staffed with a skeleton crew of 2 full time employees, no students.
- Departments/Requesters will be notified by email of receipt of package in Central Receiving.
- Department/Requester will contact Central Receiving to make appoint for **pickup**. (x. 4047)
- Upon arrival at Central Receiving, the individual will be asked to remain in their vehicle.
- Receiving staff will load package into vehicle maintaining 6' social distancing recommendations.
- Receiving staff will request the name of the individual picking up package, this information will be entered into Qtrak by Receiving staff.

Large Packages - Delivery (P-card and PO orders)

Palletized or large packages will be processed as follows;

- Packages will be received on campus during the hours of 8:00am - 2:00pm, Monday - Friday.
- Central Receiving will be staffed with a skeleton crew of 2 full time employees, no students.
- Departments/Requesters will be notified by email of receipt of package/pallet in Central Receiving.
- Department/Requester will contact Central Receiving to make appoint for **delivery**. (x. 4047)
- Receiving staff will deliver package/pallet to location as directed by department/requester, maintaining 6' social distancing.
- Receiving staff will request the name of the individual accepting package/pallet, this information will be entered into Qtrak by Receiving staff.

Thank you in advance for your patience and working with us in the distribution of packages on campus.

Stay Safe!!!