



From: Postal Services

Subj: Holiday Closedown

As in previous years, the Campus Post Office will provide only limited hours during the holiday closedown. **No deliveries will be made to University departments** and departments may come to our office to collect incoming mail during the times listed below:

| | |
|------------------------------|------------------------------------|
| Friday, December 21, 2018 | 8:30 a. m. - 11:30 a. m |
| Monday, December 24, 2018 | <i>Closed State Holiday</i> |
| Tuesday, December 25, 2018 | <i>Closed State Holiday</i> |
| Wednesday, December 26, 2018 | 8:30 a. m. - 11:30 a. m. |
| Thursday, December 27, 2018 | 8:30 a. m. - 11:30 a. m. |
| Friday, December 28, 2018 | 8:30 a. m. - 11:30 a. m |
| Monday, December 31, 2018 | 8:30 a. m. - 11:30 a. m |
| Tuesday, January 1, 2019 | <i>Closed State Holiday</i> |

We **will not** accept any bulk or automated mailings. Any deliveries of materials for bulk mailings to our office during the break are subject to being refused, as all of our storage space will be used for incoming university mail during the break. ***The final day any mass mailings will be processed before the holiday closedown is Tuesday, December 18, 2018.***

Outgoing stamped mail may be brought to us during the times shown, and any mail to be metered on a university account may also be brought to our office by ***11:00 a. m.*** to be sent out that day.

Additionally, **no sales** will take place at the service windows. This includes Passports, USPS, UPS, and FedEx services. UPS and FedEx will not be collecting packages from our office during this time, and we will not be able to store prepaid returns for pickup after the break.

No Passports will be processed during the Holiday Shut Down period.

No stamp purchases will be provided through state accounts.