

I N T E R O F F I C E
MEMORANDUM

Auxiliary Services

October 3, 2005

TO: CAMPUS COMMUNITY

FROM: Mary Kelemen
Auxiliary Services Manager

CC:

SUBJECT: RECEIVING CHANGES

Due to the untimely death of Jim Figaniak in August, changes were made to receiving procedures. The Auxiliary Services staff is now handling the receiving and distribution of items. Smaller boxes and courier envelopes are put on the daily mail run. The remaining boxes are delivered by an hourly staff person.

As part of the short term budget reductions numerous people are working to cover these responsibilities. Please be advised that there will be times when on campus deliveries may be delayed due to the volume of packages, volume of bookstore textbook deliveries and staff needs. You are always welcome to come down to the bookstore, rather than waiting for delivery.

Steps you can take to expedite incoming shipments:

- Be sure that the shipping address clearly states the department and person that should receive the item. We deliver the box to the department designated on the shipping label. We do not open a package to determine where it is to be delivered. Insufficiently addressed boxes will be held for a couple of weeks and then returned to the sender.
- Whenever possible, please allow ample time when placing the order so the order can be received in a timely manner.

If you have any questions/suggestions/comments please contact Mary Kelemen at 4733 or mkelemen@shoreline.edu