Campus Delivery Program



Small Parcel Packages are delivered to Campus Services Building.

Each package will be received and scanned into the system. A notification message will be sent to recipient that their package has arrived.

Recipient can choose to pick-up their package.

Recipient can choose to wait for their Building's designated package delivery day (Tues or Thurs).

On (Tues and Thurs) each package scheduled for delivery will be scanned and put into "Out for Delivery" status. A notification message will be sent to recipient that their package is scheduled for delivery.

Check Delivery Route Schedule to determine your **Delivery Day**

Each Building will have one (1) designated location for package delivery. There will be a Location Bar Code at the delivery point. Driver will scan the location and all packages being delivered.



When Delivery Driver returns to Central Receiving at the end of the day, they will sync scanner to receiving system.



A notification will be sent to the Recipient that their package was delivered to the building's designated package delivery location.