

From: [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] 2023 Winter Break/Campus Closure Notice for Distribution Services
Date: Monday, December 18, 2023 2:15:34 PM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations 2023 Winter Break/Campus Closure Notice for Distribution Services

[Subscribe to the PCBO Mailing List](#)
[PCBO Communications Archive](#)

Sent on Behalf of: Distribution Services

Attention Campus Community,

Distribution Services will be closed on Friday, December 22 through Monday, January 1, 2024, for inbound and outbound shipments, freight, overnights, and mail. There will be no services to campus during Winter Break.

When possible, please hold off on purchases that may be delivered during the Winter Break. Items that are scheduled to be delivered during that time will be held by the Post Office or freight companies (i.e., UPS, FedEx, DHL) until we return on Tuesday, January 2, 2024.

DO NOT order perishable items before the closure (this week) unless you are certain they will be delivered to campus on or before Wednesday, December 20 (this allows Thursday, December 21 for delayed items).

If you must have a shipment during the Winter Break, it is in your best interest to make other delivery arrangements. If, however, you are purchasing with your ProCard, you **MUST get PRE-APPROVAL before having items shipped to an alternative address.** Contact the ProCard Administrator at pcard@csusm.edu if you have a hardship and need to explore this option.

On behalf of our Distribution Services Team, Happy Holidays!

Debbie Russo

Lead, Distribution & Property Control Services

760-750-4526