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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Updates: Distribution Services/Property Control
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations Updates: Distribution Services/Property Control

Sent on Behalf of: Distribution Services and Property Control

Hello Campus Community,

We are pleased to announce that the Distribution Services team are back in full force, starting today, June 1st. We are eager to assist as the campus prepares for repopulation and Fall Term.

Below are some helpful reminders:

- You can drop off or pick up mail and packages at the USB dock **Monday through Friday, 9 a.m. to 3:00 p.m.** If you are not entering the building, COVID-19 screening is not necessary. If we receive notification before you arrive, we can leave your mail/packages outside the building during our open hours. **(Please note that COVID-19 screening and masks are still required if you DO enter the building.)**
- Mail and packages remain centralized at our offices at the USB receiving dock until such time that campus mail deliveries are approved and reinstated.
- The Warehouse team is making deliveries on campus of temperature-sensitive, overly large, or heavy packages and any deliveries that consist of numerous packages.

- If you send out more than six packages, addresses should be provided in an Excel workbook formatted for the postal machine. We can provide the Excel template upon request.
- Please do not hesitate to contact us if you have any questions, are looking for the status of a package, or need to make delivery/pick up arrangements.

Our email is distributionservices@csusm.edu.

Distribution Services/Property Control



California State University
SAN MARCOS