



Notice: Change in Internal Postal Delivery Schedule



Effective: 6 November 2017

Mail distribution across university buildings will shift to **once-daily service** (between 10:00–13:00), instead of twice per day.

This affects:

- Interoffice travel claim forms
- Courier drop-offs (including reimbursement receipts)
- Departmental mailing of workshop materials

Urgent mail can be dropped off manually at the Central Mail Hub (Building A03).



Questions: postroom@university.edu