

From: "Honkomp, Christopher"
Date: Friday, March 20, 2020 at 3:47 PM
To: TCU All Faculty/Staff
Subject: TCU Post Office Operations

Faculty and Staff

Effective immediately, TCU Mailing Services will hold departmental mail at our Post Office for pickup unless other arrangements have been made for delivery and receipt. Lobby hours are 8 am to 4:30 pm, Monday through Friday.

If alternative arrangements are required, please call 817-257-7840. We still have the ability to deliver to departments that will continue to have a presence or who make arrangements for delivery when someone will be in the office to receive the mail.

If you currently have direct delivery of packages to your building (i.e. FEDEX, UPS, etc), please remember to change your delivery instructions to your TCU Post Office Box if you will not have someone at your building to receive items.

If you have any questions, please call 817-257-7840. You may also contact Mr. Andy Easley, Mailing Services Manager at a.easley@tcu.edu , or Mr. Shelton Riley, Director of Facility Services, at s.riley@tcu.edu .

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