

The University of Mississippi

CAMPUS MAIL SERVICES – PERSONAL PACKAGES

Summary / Purpose: Delivery of Personal Packages

University employees are prohibited from using their departmental work place address for the “deliver to address” of personal packages that will be ultimately delivered by Campus Mail Services.

Employees, who use their work place address for delivery purposes when placing orders for personal items and packages, must set up a personal account with one of the private sector package carriers, UPS, FED-EX, etc. to facilitate delivery. Receiving personal packages in campus mail services is counter productive to the sizable investment of equipment and human resources located in the campus mail department.

Personal packages received in campus mail will be returned to the company or sender.