

MEMORANDUM

DATE: December 01, 2021
TO: Campus Departments
FROM: Johnny Eaddy
Director, Logistical Services
SUBJECT: Holiday Schedule

Logistical Services will observe the following schedule during the upcoming Holiday Season:

Friday	Dec. 24 Closed
Monday	Dec. 27 Open 8-12
Tuesday	Dec. 28 Open 8-12
Wednesday	Dec. 29 Open 8-12
Thursday	Dec. 30 Open 8-12
Friday	Dec. 31 Closed

Monday Jan. 03 Resume normal operations 7am – 4.30pm

USPS – Fed Ex – UPS & common carrier deliveries to the campus will be processed and delivered during the following schedule:

Monday	Dec. 27 Open 8-12 Limited mail/package delivery/pick-up by request
Tuesday	Dec. 28 Open 8-12 Limited mail/package delivery/pick-up by request
Wednesday	Dec. 29 Open 8-12 Limited mail/package delivery/pick-up by request
Thursday	Dec. 30 Open 8-12 Limited mail/package delivery/pick-up by request

To request services during limited days please contact John Zuzarte at 4-1222 or Mike Johnson at 4-3509.

WINTER BREAK REPROGRAPHIC SERVICES SCHEDULE

Please submit any reprographic work desired by Dec. 16th one week in advance.

Closed Dec. 24th through Dec. 31st 2021