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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Daily Campus Mail Route Will Recommence on Monday, February 28th
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Daily Campus Mail Route Will Recommence on Monday,
February 28th

Sent On behalf of: Distribution & Property Control Services

Hello to our Campus Community,

We are pleased to announce that **the daily campus mail route will recommence on Monday, February 28th.**

USPS and Inter-Campus Mail, sorted by department, will be delivered, and picked up each weekday morning at the mail stop locations in:

- ELB
- USU
- Craven Hall
- Markstein Hall
- University Hall
- Arts
- SBSB
- Science Hall II

Mail placed into outgoing receptacles should be done by 10 AM.

A second daily 2 PM pickup is available only at the outdoor mailboxes located at the 3rd floor Rotunda of Craven Hall, the main entryway (2nd floor) of Science Hall II, or the entry of Markstein Hall facing Parking Lot H.

In line with our pre-pandemic operations, each departments' Admin Support/Coordinator distributes the mail to their department members. Outgoing mail should be bound together and have the department's chargeback account number/card attached.

You may also bring your mail to Distribution Services located in the University Services Building, Room 32. The following cut-off times must be met for mail to be processed and sent out on the same day:

- Federal Express: 2 PM
- USPS Express Mail, Certified Mail: 2 PM
- USPS First Class, Priority, Air Mail: 3 PM

Questions regarding mail keys should be directed to:

- Lock Shop for mail room doors
- USU Admin for USU mailboxes

Please contact us at distributionservices@csusm.edu with further questions.
Thank you.

Distribution and Property Control Services Team



California State University
SAN MARCOS