

- **BUSINESS CENTER COURIER SCHEDULE**
 - Updated: October 17th, 2022

Mail will be delivered to and picked up as noted.

BUILDING	CAMPUS DEPARTMENT	DAYS/TIME OF MAIL DELIVERY
Equine Analytical Lab 1509 Bull Lea Road		9:30am on Tuesdays, Wednesdays and Fridays only
VDL 1490 Bull Lea Road		9:30am on Tuesdays, Wednesdays and Fridays only
North Farm 2275 Turner Place And Ag Motor Pool located in Garage.		9:30am on Tuesdays, Wednesdays and Fridays only
Good Barn (Main Office)	Office of Philanthropy	Mon-Fri, 1:30pm
101 Regulatory Services Bldg	Regulatory Services	Mon-Fri, 1:30pm
AG Distribution Center	Motor Pool Drive	(As Needed)
Aboretum	Motor Pool Drive	(As Needed)
106 T.P. Cooper Building	Forestry	Mon-Fri, 1:30pm
Mandrell Hall	Central Human Resources <small>(formerly in Scovell Hall)</small>	Please note that in most cases documentation can be emailed to Central HR. Please contact our college HR team for questions. If, in rare instances, an extra stop to Mandrell Hall is needed, in order to deliver a hard copy, contact Sara Green to schedule.

Funkhouser Building, Mail will be left and picked up in Mailroom in Basement.	Admissions	Mon-Fri, 1:30
	Financial Aid	
	Registrar	
	DHN	
102 Erikson Hall Mail will be left and picked in Mailroom.	HES, 102 Erikson Hall	Mon-Fri, 1:30
	FCS, 102 Erikson Hall	
	RTM, 318 Erikson Hall	
371 Peterson Service Bldg	Accounting & Financial Reporting Services	Mon-Fri, 1:30, mail will be distributed in Mailroom, @371.
	Accounts Payable Services	
	Payroll Services	
	Research Financial Services	
	Risk Management	
356 Peterson Service Bldg	Treasury Services	Mon-Fri, 1:30

Deliver mail to each of these stops and pick up mail from each stop and deliver to the remaining stops, if appropriate. After the last stop, bring mail back to Business Center in Room N106 Ag North and place in mailboxes.