

MSU Faculty and Staff,

As part of the University's cost reduction efforts, the Office of Postal Services will be implementing new delivery and dispatch processes. Beginning this week the Post Office service window in Allie Young Hall will observe the hours of 9 a.m. until 4:30 p.m. for walk-up service. Services include pick-up of incoming mail/packages and drop-off of outgoing mail/packages as well as purchase of stamps, money orders and other USPS services/supplies.

Delivery and pick-up of mail to buildings and offices will begin being phased out this week beginning with Allie Young, Howell-McDowell, Ginger Hall and Rader Hall. Other buildings will be phased out in coming weeks. Each department/office will need to come to the University Post Office, located on the ground floor of Allie Young Hall, to pick-up incoming and drop-off outgoing mail. The Post Office staff will deliver to each department/office blue "mail accountability cards" that must be brought to the Post Office for each pick-up. The barcode on the cards will be scanned for date/time stamp when mail was picked up.

The USPS will handle delivery of mail to off-campus locations such as Procurement, Kentucky Folk Art Center, Kentucky Center for Traditional Music, CHER and Derrickson Agricultural Complex.

For inter-department delivery on campus, we suggest you utilize the scan to email feature on the multi-function device in your department for documents that do not contain personally identifiable information such as social security numbers or MSU ID numbers.

Questions regarding mail schedule and general postal questions should be directed to [Jason Justice](#), MSU Postmaster. Questions regarding scan to email on multi-function devices should be directed to [Doug Snedegar](#).

Thank you,  
Bill Redwine  
Assistant Vice President  
For Auxiliary Services