Purpose: The purpose of this procedure is to outline the steps required for sending/receiving mail and packages via US Mail or UPS Delivery Service.

I. Procedure - All incoming/outgoing US Postal Service (USPS) mail should be delivered to the Broadway Campus post office at 4301 Broadway St, San Antonio, TX 78209. Please indicate CPO 121 so that the mailroom staff knows to have it delivered to SOM/Brooks. UPS Deliveries can be sent from/to the SOM physical address of 7615 Kennedy Hill Dr, San Antonio, TX 78235.

A. Outgoing USPS Mail/Packages
   1. For Business mail to be sent out, please place envelopes/packages in the basket between Rachel and Amy’s offices in Building 1, Dean’s Suite for pickup.
   2. Please complete a US Postage Slip (forms are next to the outgoing mail basket) and paperclip it to the envelope/package.
   3. Mail is picked up M-F, between 3 and 4 PM – please ensure that your outgoing mail is dropped off by 2:30.

B. Incoming USPS Mail/Packages
   1. Mail/Packages sent to the Broadway Campus are delivered daily between 3 and 4 PM and will be sorted into individual mailboxes found in the workroom in Building 1, second floor (across from the kitchen). If you have a package delivered that will not fit in your mailbox, you will be notified via email to retrieve it from the reception desk in the Dean’s Suite.
   2. Victor will retrieve mail from the US Post Office daily and deliver it to the Dean’s Suite. Mail will be sorted a placed in the mailboxes in the workroom in the Admin wing of Building 1.

C. UPS Service - UIWSOM is a regularly-scheduled route with UPS. Packages are picked up and delivered daily between 12 and 2 PM
   1. Outgoing Packages should be brought to the Shipping & Receiving (S&R) Office in Building 3 (Library), lower level Room 2016 by 11 AM for same day pickup. It is preferred that shippers package their own items; however, if you
don’t have a box, boxes of various sizes as well as packing materials will be available in S&R. There are also next day/ground shipping envelopes available for use.

a) For Business-related items, contact Rachel Bingham for the appropriate account to be charged.
b) Email Victor at vgaguila@uiwtx.edu prior to package drop-off to confirm shipping details - please be sure to provide the correct zip code to ensure delivery. Note: UPS cannot deliver to a PO Box.
c) Victor will use the information provided to generate a shipping label. Shipper will complete and sign a confirmation form at the time of drop-off and receive the tracking number at that time.

2. Incoming packages will be delivered to your office upon arrival. If you’re not in your office, you will be notified, via email, that you have a package for pick up and you’ll need to stop by the Shipping & Receiving Office in Building 3 (Library), Room 2016 to retrieve it.