

Date: December 1st, 2014
To: IUB Departments
From: Mail Service
RE: Mail Service Holiday Schedule

Many IU departments will be closed or on a reduced schedule from December 22nd through January 2nd, 2015. If you require Mail Service during this time period, please send an email to iuemail@indiana.edu by December 19th, 2014; including your department name, address, and the days/times you will be open for pickup or delivery of mail. **If we do not hear from you prior to December 19th, it is assumed you are closed during this time period.** Please make a note of our reduced schedule below when scheduling pickups and deliveries.

Mail Service Schedule

Monday	12/22/2014	Normal pickup/delivery schedule
Tuesday	12/23/2014	Normal pickup/delivery schedule
Wednesday	12/24/2014	9:00-2:00 as requested
Thursday	12/25/2014	CLOSED
Friday	12/26/2014	9:00-2:00 as requested
Monday	12/29/2014	9:00-2:00 as requested
Tuesday	12/30/2014	9:00-2:00 as requested
Wednesday	12/31/2014	9:00-2:00 as requested
Thursday	01/01/2015	CLOSED
Friday	01/02/2015	9:00-2:00 as requested
Monday	01/05/2015	Return to normal pickup/delivery schedule

The **Accountable Mail** courier will be operating from 9:00am to 1:00pm during this period for departments that have check/cash deposits to process. Departments should note that the Office of the Bursar will be closing at 1:00pm during the holiday break. Anyone requesting Accountable Mail pickups must be available from 9:00am to 1:00pm.

The Bursar's office will not Process cash receipts during the down time, cash receipts will be held in the safe and will be processed and entered in KFS when they return on January 5th.

Pickup requests intended for delivery to the IU Foundation need to be made by 4pm on December 30th to ensure delivery for deposit on the calendar year end date of December 31st.

Deliveries to units other than the IU Foundation and Bursar should be confirmed with the contact in advance to ensure delivery. Mail Service will not hold any Accountable Mailbags overnight during this period.

****Mail Service will be unable to deliver/pickup mail if your building is locked over the holiday break! If you request service, please ensure we have access to your building.**