

University Deliveries

Identification and Appropriate Addresses

This memo is provided as an opportunity to reduce the confusion pertaining to the appropriate selection and use of various campus delivery addresses.

- **5010 University Drive – Fleming Plaza Mail Services (Small packages)**

The delivery address to use for small package deliveries made via UPS and FedEx is 5010 University Drive. Packages delivered to this address are re-delivered to university departments by Mail Services. **Note: exceptions to this rule are purchases where payment is to be made using a university credit card.** The delivery address to use for these types of purchases is the physical address of the card holder's department. UPS and FedEx are instructed to deliver packages with these addresses according to guidelines we've previously established with them.

- **10101 Park Lane – Plant Services (Large Packages in Size or Weight)**

Shipments that are routed via truck, typically shipments that are larger in size or weight and /or require a loading dock and fork lift, are to use the delivery address for Plant Services: 10101 Park Lane. Please contact Steve Holley at 2461 / sholley@southern.edu, or Scott Brankshire at 2292 / sbrankshire@southern.edu, to provide advance notice of the incoming shipment and to make arrangements for pick up or re-delivery on campus.

- **10106 Park Lane – Service Department (All campus furnishings)**

Shipments that are routed via truck consisting of furnishings are to use the delivery address for the Service Department: 10106 Park Lane. Please contact Dennis Schreiner at 2144 / drschr@southern.edu, or Donnie Lighthall at 2718 / dklight@southern.edu, to provide advance notice of the incoming shipment and to make arrangements for pick up or re-delivery on campus.

Ensuring that the shipping documents and package label(s) clearly indicate the university department and individual who are to receive the shipment will allow for a speedier notification of the shipment's arrival.