

M-G CAFE COURIER SCHEDULE

Mail will be delivered on the scheduled days below. Any outgoing mail will be picked up at that time.
 Please email: Jennifer.Gordon@uky.edu with any questions or additional needs.
 Backup contact: Sara.green@uky.edu

BUILDING	CAMPUS DEPARTMENT	DAYS OF MAIL DELIVERY
Blueprint Kentucky 824 Bull Lea Road Suite 222, 40511-9383 Submit pick up requests to: Jennifer.gordon@uky.edu		Tuesday, Wednesday and Friday only
VDL 1490 Bull Lea Road		Tuesday, Wednesday and Friday only
North Farm 2275 Turner Place And Ag Motor Pool located in Garage		Tuesday, Wednesday and Friday only
101 Regulatory Services Bldg.	Regulatory Services	Monday-Friday
AG Distribution Center	Motor Pool Drive	Submit a request
Arboretum	Motor Pool Drive	Submit a request
106 T.P. Cooper Bldg.	Forestry	Monday-Friday
Bosworth Hall	Human Resources (formerly in Scovell Hall)	Please note that in most cases documentation can be emailed to Central HR. Please contact our college HR team for questions. If an extra stop to Bosworth Hall is needed, to deliver a hard copy, contact Sara Green to

		schedule.
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Funkhouser Building Mail will be left and picked up from the basement mailroom	Admissions	Monday-Friday
	Financial Aid	
	Registrar	
	DHN	
102 Erikson Hall Mail will be left and picked up from the mailroom.	HES, 102 Erikson Hall	Monday-Friday
	FCS, 102 Erikson Hall	
	RTM, 318 Erikson Hall	
371 Peterson Service Bldg.	Accounting & Financial Reporting Services	Monday-Friday mail will be distributed in mailroom
	Accounts Payable Services	
	Payroll Services	
	Research Financial Services	
	Risk Management	
356 Peterson Service Bldg.	Treasury Services	Monday-Friday

Updated: July 2025