

# BUSINESS CENTER COURIER SCHEDULE - COVID Schedule

*Mail will be delivered to and picked up from these locations daily (unless otherwise noted):*

BUILDING	CAMPUS DEPARTMENT	DAYS/TIME OF MAIL DELIVERY
<b>Equine Analytical Lab</b> 1509 Bull Lea Road		10:30am on Tuesdays, Wednesdays and Fridays only
<b>VDL</b> 1490 Bull Lea Road		10:30am on Tuesdays, Wednesdays and Fridays only
<b>North Farm</b> 2275 Turner Place		10:30am on Tuesdays, Wednesdays and Fridays only
<b>Good Barn (Main Office)</b>	Office of Philanthropy	T, W, & F 11:30am
<b>101 Regulatory Services Bldg</b>	Regulatory Services	T, W, & F 11:30am
<b>AG Distribution Center</b>	Motor Pool Drive	(As Needed)
<b>106 Cooper Building</b>	Forestry	T, W, & F 11:30am
<b>21 Scovell Hall</b>	Compensation	T, W, & F 11:30am
<b>Scovell Hall</b> Mail Room - Basement	4-H Programs	T, W, & F 11:30am
	Ag Communications	
<b>Funkhouser Building</b>	Admissions	(As Needed)
	Financial Aid	
	Registrar	
<b>102 Erikson Hall</b>	HES, 102 Erikson Hall	T, W, & F 11:30am
	FCS, 102 Erikson Hall	
	RTM, 318 Erikson Hall	
	DHN, 204 Funkhouser	
	FS, 315 Funkhouser	
<b>Erikson Hall</b> Mail Room - Basement	Ag Student Services	T, W, & F 11:30am
<b>371 Peterson Service Bldg</b>	Accounting & Financial Reporting Services	T, W, & F 11:30am
	Accounts Payable Services	
	Payroll Services	
	Research Financial Services	
	Risk Management	
<b>356 Peterson Service Bldg</b>	Treasury Services	T, W, & F 11:30am

**Deliver mail to each of these stops and pick up mail from each stop and deliver to the remaining stops, if appropriate. After the last stop, bring mail back to Business Center in Room N106 Ag North and place in mailboxes.**