

- **BUSINESS CENTER COURIER SCHEDULE**
  - Updated: October 17<sup>th</sup>, 2022

*Mail will be delivered to and picked up as noted.*

BUILDING	CAMPUS DEPARTMENT	DAYS/TIME OF MAIL DELIVERY
<b>Equine Analytical Lab</b> 1509 Bull Lea Road		<b>9:30am on Tuesdays, Wednesdays and Fridays only</b>
<b>VDL</b> 1490 Bull Lea Road		<b>9:30am on Tuesdays, Wednesdays and Fridays only</b>
<b>North Farm</b> 2275 Turner Place And Ag Motor Pool located in Garage.		<b>9:30am on Tuesdays, Wednesdays and Fridays only</b>
<b>Good Barn (Main Office)</b>	Office of Philanthropy	<b>Mon-Fri, 1:30pm</b>
<b>101 Regulatory Services Bldg</b>	Regulatory Services	<b>Mon-Fri, 1:30pm</b>
<b>AG Distribution Center</b>	Motor Pool Drive	<b>(As Needed)</b>
<b>Aboretum</b>	Motor Pool Drive	<b>(As Needed)</b>
<b>106 T.P. Cooper Building</b>	Forestry	<b>Mon-Fri, 1:30pm</b>
<b>21A Scovell Hall</b>	Compensation	<b>Mon-Fri, 1:30pm</b>
<b>Scovell Hall</b> Mail Room - Basement	4-H Programs	<b>Mon-Fri, 1:30pm</b>
	Ag Communications	

<b>Funkhouser Building, Mail will be left and picked up in Mailroom in Basement.</b>	Admissions	<b>Mon-Fri, 1:30</b>
	Financial Aid	
	Registrar	
	DHN	
<b>102 Erikson Hall Mail will be left and picked in Mailroom.</b>	HES, 102 Erikson Hall	<b>Mon-Fri, 1:30</b>
	FCS, 102 Erikson Hall	
	RTM, 318 Erikson Hall	
<b>371 Peterson Service Bldg</b>	Accounting & Financial Reporting Services	<b>Mon-Fri, 1:30, mail will be distributed in Mailroom, @371.</b>
	Accounts Payable Services	
	Payroll Services	
	Research Financial Services	
	Risk Management	
<b>356 Peterson Service Bldg</b>	Treasury Services	<b>Mon-Fri, 1:30</b>

***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.***