



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Departmental Office Closure Notification

DATE: March 16, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Chris Marolla, Supervisor, Property & Receiving
Laura Lockett, Director, University Print & Mail

Delivery of department packages, mail and print orders can be critical to daily operations. In order to deliver these items in a timely and efficient manner, it is important for Central Receiving & Property Management as well as University Print & Mail to have timely notice of planned office closures, whether for a few hours, a day, or longer.

We have developed an online tool that will notify Central Receiving & Property Management as well as University Print & Mail. The link to the tool can be found on the University Print & Mail website: <https://www.csus.edu/administration-business-affairs/university-print-mail/> (see picture for more information). The link will immediately take you through the Sacramento State Duo Single Sign-On portal.

Please note that one submission will inform all four units of an office closure, so it is not necessary to submit more than one.

Please also note that it is not necessary to submit this form for university-wide closures.

Contact Information:

If you have any questions or concerns about this notice, please contact Central Receiving, receiving@csus.edu, ext. 86274, Property Management, property@csus.edu, University Mail, universitymail@csus.edu, ext. 86783, University Print, universityprint@csus.edu, ext. 86963.

Administration & Business Affairs ► University Print & Mail

About University Print & Mail

University Print and Mail is your one-stop shop for your printing and mailing needs. We proactively anticipate campus needs; develop and implement solutions, and provide essential support services to our students and the University community. Our professional staff provides outstanding customer service through strategic and innovative use of technology and resources.

Department Office Closure Notice

In the event that your department will be closed during the normal business hours, (M-F 8AM - 5PM) please click here to **Notify us of your Department Closure** This will enable us to better prepare for deliveries that may be coming to your department.