



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Central Receiving COVID-19 Package Handling

DATE: May 27, 2020

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

FROM: Chris Marolla, Property Supervisor

Now that the stay at home order is going to last through August, we are starting to run out of critical storage space at the Central Receiving Warehouse. During this time, all deliveries on campus have been coming directly to receiving rather than to the various departments. We will not have enough space to hold all packages for the campus through summer.

We are requesting departments for which we are holding packages, arrange pickup from us or arrange a time for us to deliver to your department. Someone must be present to accept and sign for the packages, as some buildings are locked and we do not have building key access.

If you are going to be ordering, through procurement, any large items during this time, please coordinate these purchases first with procurement and central receiving so that we can assure space is available or provide alternate locations.

Pick up hours are Monday to Friday 8:00 AM to 3:30 PM.

Please call or email ahead so we can gather your items for pick up – phone: (916) 278-6274; email: receiving@csus.edu.