

YOUR DELIVERIES ARE OUR PRIORITY

ADDRESSES TO USE FOR DELIVERIES

The Business Office Purchasing group is working with you to expedite deliveries every day. If you find yourself wondering where to have your packages shipped or what address to use to receive deliveries promptly, please see information in this newsletter.



Please do not use 2275 Speedway address for any incoming samples and related shipments.

The University has set strict guidelines for deliveries during COVID.

Please use the following:

(insert name here) c/o

University of Texas at Austin

Campus Distribution Services

2706 Montopolis Dr.

Austin TX 78741

Attn: Geological Sciences EPS
1.130

OR

If working solely remotely, you may want to use your home address.

For any **temperature-sensitive or hazardous** shipments use:

(insert name here) c/o

University of Texas at Austin

NHB Rm. 1.510

100 E. 24th St.

Austin TX 78712

(This location will not be open from Thanksgiving until the Spring semester)

You can also use this address, if you would like to pick-up the package yourself. This address requires your email address which is used for shipment arrival notification.

Currently the university is routing all shipments to Campus Distribution Services (CDS) which is why we ask for your cooperation in not using the EPS (2275 Speedway) address. Shipments addressed to the EPS office address, will be rerouted automatically and receipt of your package may be delayed.



WHERE'S YOUR PROOF?

All shipments require proof of receipt. Please forward proof or receipt for all of your shipments to the Purchasing team at BSO. The evidence of receipt is the receiving document which includes the time of delivery, full delivery address, the name and signature of person who accepted your shipment.

Contact Us

JSG - Business Services Office

Email:
geobus@jsg.utexas.edu

Website:
<https://www.jsg.utexas.edu/about/offices/business-services/>

Acceptable proof of delivery receipts are as follows:

1. Proof of delivery receipt from the shipping company
2. Photo of the items that were received
3. Packing list
4. Email stating the order was received (only use if you cannot obtain any of the previous options)

Here are links that you can use to acquire proof of receipt:

FedEx - <https://ask.fedex.com/help/en-dk/preparing-to-send/can-i-get-proof-of-delivery>

UPS - <https://www.ups.com/us/en/help-center/sri/inf4.page>

DHL - https://www.dhl.com/en/express/tracking/proof_of_delivery.html

USPS - <https://faq.usps.com/s/article/What-is-Proof-of-Delivery>