



**Administrative Services -Mail Center
 Arrival System Data Form**

The Mail Center receives, sorts, processes, collects & distributes mail and packages to campus employees. In order to expedite our services we need to add your information to our data Arrival Tracking System. It is important to notify the Mail Center when changes occur. Please complete this form and submit via email or you can fax it to Central Stores at (312) 850-7210. If you have further questions please call (312) 850-3524

Add Delete Move Date: _____

Information Data

Name: _____ Title: _____
(First, Last Name)

Department: _____ Immediate Supervisor: _____

Phone: _____ Fax Number: _____ Email: _____

Room / Cubicle # : _____ Floor: _____ Mail Box Location: _____

Department Head Signature: _____ Date: _____

For Mail Center use only Completed by: _____ Date Completed: _____