On-Campus Inside Deliveries

For express packages (i.e., Fed Ex, Fed Ex Ground, UPS, etc) that require direct delivery to your department as they contain sensitive or critical materials, you must advise the express shipper to label your package appropriately to ensure an on-campus inside delivery.

Note—Inside deliveries are not applicable for the following buildings due to security restrictions: Galveston National Lab (#41), Keiller Building (#2), Research Building (#17), and Research Support Building (#21)

- You must have your building’s official name, building number, and room number (ex. Rebecca Sealy Hospital/121/Rm x.xxx, Moody Medical Library/24/Rm x.xxx). If you do not know the official name you can find it listed on the Campus Map at http://www.utmb.edu/map/
- Note—The room selected for delivery must have a person present between 8:00 a.m. and 5:00 p.m. to receive the package.
- The label should also include the contact person’s name, and telephone number.
- The shipper must mark the label, and highlight in yellow, “INSIDE DELIVERY ONLY”.
- Additionally, if the package is PO related, advise the shipper that the Purchase Order number must be displayed on the label.
- Be sure to include specific instructions in your Requisition header comments to advise the vendor of the appropriate labeling of any express shipment that will be going directly to your building/room number.
- Lastly, remember for PO related shipments, to go into PeopleSoft eProcurement to Direct Receive (DRC) any package you receive directly.

### Example Label

Vendor Name:
Vendor Address:

**SHIP TO:**
UTMB FOAM—Ann Smith
302 Mechanic—Materials Management Building/28
Room 3.100
Galveston, TX  77555

409-772-xxxx

**Inside Delivery Only**

PO # xxxxxxx

### Contact Numbers:

Greg Rozycki—Receiving Supervisor  409-772-0454
Receiving Problem Resolution  409-772-5341
Claude Williams—Shipping  409-772-8926