COVID-19 Protocol:
USF Central Receiving, Package Pick-Up Procedures - KB13952

This protocol is in place to serve the USF Community during the COVID-19 crisis and the California Shelter-in-Place mandate.

- Purchasing and Ancillary Services (PaAS) team members are notifying end users by email when the HTS order arrives in Central Receiving.
- Package pick-up is available between 2-4:30pm Monday - Friday, by appointment only.
- Please reply to the email or call 415-422.6696 to set up a time to pick up your package(s).
- Please bring your USF ID.
- If you are sending a delegate to pick up this package, you must provide the name of the delegate. The delegate must also bring their USF ID.
- You or your delegate will be required to sign a Proof of Delivery (POD) form.
- You or your delegate are required to load and transport the package(s).
- Please wear a face mask that covers your mouth and nose.
- Please utilize the hand sanitizing station before interacting with the PaAS team member.
- To ensure payment to the vendor, please ensure you post a receipt to the HTS PO.

Please refer to additional SNOW KB articles for step-by-step help for COVID-19 Purchases for Off-Campus Deliveries, Central Receiving Package Pick-Up, and On-Campus Deliveries.

| KB13865 | Amazon Direct Off-Campus Delivery |
| KB13949 | Amazon, Certain Media Types or Gift Cards Only |
| KB13967 | B&H Foto, Direct Off-Campus Delivery |
| KB13950 | Hilltop Shop (HTS) orders delivered to USF/Redirected to an Off-Site Location |
| KB13953 | On-Campus Office Deliveries |

If there are additional questions, please send email to purchasing@usfca.edu.