COVID-19 Protocol:
USF Central Receiving, On-Campus Deliveries - KB13953

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.
- If the delivery is not needed until normal operations resume, the items will be stored in a secured location.
- If items are required to be delivered to a campus location, please reply to the email and let us know.
- A PaAS team member will send a request to the USF Mailroom staff or submit a Facilities Management work order on your behalf.
- **Please note:** The USF Mailroom and Facilities Management are limiting delivery services during COVID-19. A preferred delivery date or time cannot be guaranteed.

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  HTS orders delivered to USF/Redirected to an Off-Site Location
KB13952  Central Receiving, Package Pick-Up Procedures

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