

How to Receive Mail & Packages at the University

Letter mail should have this university address as the University address.

2000 W. University Avenue, Muncie, IN 47306.

For Central Mail to deliver your departmental mail to the correct location, the following must be listed on your mail and/or packages:

Department name, employee name, building code, and room number.

If you move departments and/or locations, you must contact us to change your departmental address. We will deliver your mail to the location we have in our university computer system and what is listed on the letter. We **will not** make the address changes without a written request from you or your department. Please review the Central Mail website for the Central Mail Change of Address Form.

Central Mail operations are just like the USPS and UPS, and we require that mail changes be done in writing. We do have a form on our website that you can fill out, and you can submit it to delivery@bsu.edu to have your address changed.

If the mail or packages do not belong to your department, please send the item(s) back to Central Mail or Central Receiving with a material handler when your mail is picked up on Tuesdays and Thursdays.

The material handlers will **NOT** accept verbal address changes. All changes must be done in writing and submitted to Central Mail.

Address for Vendors.

Address to ship your orders from vendors:

3401 North Tillotson Avenue, Muncie, IN 47306.

To ensure that Central Mail delivers your packages to the correct location, the following must be listed on your shipping label:

Employee name, department name, building and room, and PO number.

It is the department's responsibility to ensure that the shipping address is correct. If there is no PO attached to the package/box and no department name or employee name attached to the package, Central Receiving will return the package to the sender.

Your mail and/or package will be returned to the sender if the department name, room number, employee name, and/or PO number are not listed on the label. Central Receiving does not open packages or boxes. That is why packages must have the required information on the label. We cannot deliver your departmental packages if we do not know who the purchaser is. Please communicate with the vendor and/or the purchasing agents when placing your orders.