Administrative Policy: Personal Packages

Using campus mail to conduct personal business (sending or receiving mail and/or packages) is not allowed by University of Washington policy. Failing to adhere to this policy constitutes misuse of University resources, and falls under the code of Ethics: Personal Use of State Resources and Conflict of Interest.

The Chemistry Research Stockroom (Bagley 36) is the central receiving point for all shipments to the Department of Chemistry. All packages are opened and inspected by Stockroom staff.

If a personal package is inadvertently delivered to the Department, stockroom staff will open it for identification (as they do all packages). The Department of Chemistry assumes NO liability for personal packages that are lost, stolen or damaged.

Department of Chemistry
University of Washington
109 Bagley Hall
Box 351700
Seattle, WA 98195-1700

Main Office: 206.543.1610
chemdesk@uw.edu

Advising: 206.616.9880
advisers@chem.washington.edu

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