

# Document and Mailing Services

**Responsible University Office:**

Procurement Services

**Contact Information for this office:**

(903) 886-5062

<http://www.tamuc.edu/facultyStaffServices/mailServices.aspx>

A&M-Commerce Campus Mail Services processes and delivers U.S. Postal mail and internal campus mail. We offer several USPS services, such as parcel shipping, certified mail, and express mail. See the Mail Services website for more information and guidelines for preparing incoming and outgoing U. S. mail and campus mail. Campus Mail Services provides Student Package Delivery Services to the lockers located on the 1<sup>st</sup> floor of Whitley Hall. There is a full-service U. S. Postal Service branch on campus that is unaffiliated with Campus Postal Services, open from 10 a.m. until noon, Monday through Friday. It is located in the former Memorial Student Center, across from Campus Mail Services.

See the following Texas A&M System Policies and Guidelines related to Document Services

- Contract Administration [25.07](#)
- Delegation of Authority for Contract Administration [25.07.01](#)
- Acquisition of Goods and Services [25.07.03.R0.01](#)
- Public Information Act Compliance [61.01](#)