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 does not cover personal U.S. mail or student mail deliveries. 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

- Acquisition of Goods and Services 25.07.03.R0.01
- Contract Administration 25.07.99.R1
- Delegation of Authority for Contract Administration 25.07.01.R0.02
- Public Information Act Compliance 61.01.02.R0.02