

**Postal Services
McWhinnie Hall Mailroom
766-4297**

Email: uwpost@uwyo.edu

Departmental Changes Form

Department Information:

Department Name: _____

Contact Name: _____

Contact E-mail: _____

Information that is changing:

	Old Information	New/Changed Information
Building:	_____	_____
Room Number:	_____	_____
Dept/Code #:	_____	_____

Start date for mail delivery to new location (Please allow one week notification):

Please complete and return to uwpost@uwyo.edu or via campus mail.

PLEASE NOTE: Human Resources also needs to be informed of the department's new campus address and the employee's affected. Please have a representative contact Human Resources at 766-2215 for further details.