

# INTER-DEPARTMENT DELIVERY

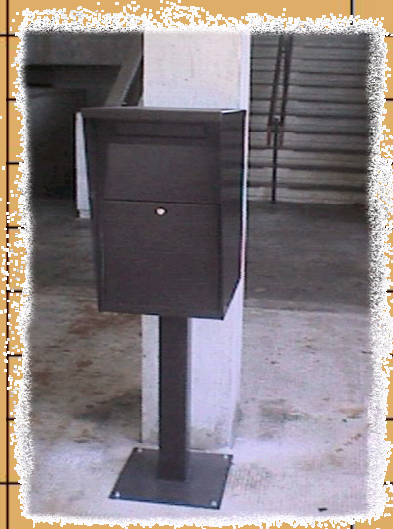
NOTE: CROSS OUT ENTIRE LINE WHEN RECEIVED AND RE-USE UNTIL ALL LINES ARE FULL.

DATE	DELIVER TO	DEPARTMENT NAME	OFFICE NUMBER	CAMPUS
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## **You have mail for Human Resources after hours?**

**No problem. Just deposit it  
in our new drop off box,  
located at Building 1 of the**

**Kendall Campus  
11011 SW 104 St  
Miami, FL 33176**



**The HR team is always looking for opportunities to better  
serve you. For your convenience, drop off mailboxes  
have been installed at the Kendall Campus, so that  
documents can be delivered after office hours.**

**Please use after 5:00 p.m. , weekends and holidays.**

All mail will be picked up by 9:00 a.m. the following morning and will be stamped and honored with the prior date.