

Hot Topics

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from Business Affairs

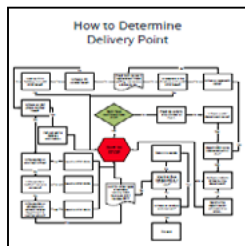
On Your Mark. Get Set. STOP!

February 2019

Every day at the Lubbock campus we receive over 1,200 pieces of mail and 200 items in Receiving. An average of 400 mail pieces and 27 orders daily do not include a STOP number.

What is a mail STOP number? Mail STOP numbers are used by Receiving and Mail Services to designate a delivery location (building/room). The number simplifies the handling process, enabling staff to sort mail more efficiently, accurately and ensure faster delivery.

Why is a STOP number important? There are 4,175 room numbers in use at the 3601 4th Street complex with several new additions coming soon. The only way to efficiently deliver is to group deliveries to centralized locations; aka STOPS. **In January, we received 8,968 items without a STOP.** Receiving and Mail Services are able to provide the most efficient service and get your mail and other items delivered quicker by including a mail STOP in your address. To request a STOP sign with Lubbock mail STOPS, follow this [link](#) or click on the STOP sign image to the right.



Why not just deliver by name of recipient? There are currently 3,500 active employees at TTUHSC Lubbock and countless numbers of former employees who may receive items. There may be multiple people with the same name; a former name or preferred name may be used; and we do not have a way to determine the correct STOP for inactive employees. Each recipient must be researched and the current STOP written on the item. To view the tedious research process that is required to determine the correct STOP, follow this [link](#) or click on the How to Determine Delivery Point image to the left.

Why not just use your department name for delivery location? There are many instances where department names are not the correct designator for delivery locations because of the use of acronyms, abbreviations and program names not easily associated with their department name. Also, a faculty/staff member may wish to receive mail at a location close to their office that is different from their home department. Abbreviations for department names should not be used in addresses without a STOP designation. For example, AP can stand for Accounts Payable or Anatomical Pathology.

In each of these cases, the mail STOP number would guide the delivery of the mail, eliminating confusion from the use of old addresses or incorrect or missing department names. Failure to include mail STOP numbers in your department address may result in delivery delays or your mail being returned to the sender.

How to STOP getting this stamp on your items:

**STOP Number Required
Please contact sender
and update address to
include correct STOP number**

How to STOP getting this stamp on your items? If you receive mail or items with this stamp, follow this [link](#) or click on the image to the right to see things that you can do to make sure your mail and other items reach you in a timely manner.

For questions: Mail Services, STOP 9415, 806.743.2021, mailservices@ttuhsc.edu or Receiving, STOP 9085, 806.743.2092, receiving@ttuhsc.edu

