

Logistical Services

About Us

Logistical Services is responsible for the movement of material on and off the campus. We deliver intercampus mail, United States Postal Service, inbound and outbound mail. We receive and ship all packages that go through common carriers such as UPS and FedEx. Our Maintenance Stores supply materials to both Operations and Facility Services for maintenance and construction on campus. In addition, we also handle all personnel relocations on campus through our Move Management Department.

Contact Information

Logistical Services
Ironwood Hall
One University Drive
Camarillo CA 93012
Main line: (805) 437-3185
Fax: (805) 437-3213
shippingandreceiving@csuci.edu

Hours of Operation

Monday - Friday
7:00 am - 4:00 pm

Mail Services

We are located in Ironwood Hall. Shipping and Receiving is open for operation Monday through Friday 7:00 am to 4:00 pm. Campus mail delivery occurs daily between 11:00 am through 2:30 pm. During rounds, interoffice/interdepartmental mail is picked up, sorted and delivered to addressees. Please make sure the receiving department is clearly written along with the individual's name to expedite delivery.

United States Postal Service (USPS)

We go to the USPS every morning at 9:00 am to pick up mail for the campus. The inbound mail is sorted and then delivered the same day between 10:30 am and 2:30 pm. During our rounds Interdepartmental Mail is also picked up, sorted and delivered. Outgoing mail is processed and delivered to the USPS by 3:30pm. If you have special outgoing mail please have it to Mail Services by 2:30 pm for processing. Advance notice is requested for any large volume mailings to ensure that we have the resources and postage to process your request. US postal rates are

changing quite often, so please contact Mail Services for assistance with the new regulations to ensure you are getting the best rates.

Postage Machines

- Large envelopes must be sealed before placing in "Outgoing" mail bins.
- Standard business envelopes can be machine sealed but the flaps must be in the down/closed position.
- For single envelope mail write the department account code on the envelope for charge back purposes. No mail will be picked up without this information.
- For 2 to 200 pieces of mail, rubber band all mail and write department code on top envelope only.
- International mail should be kept separate and not banded, unless there is a large quantity.

Links

- [Federal Express](#)
- [Golden State Overnight \(GSO\)](#)
- [UPS](#)
- [USPS](#)

Contact Us

Phone Number: (805) 437-3380

Email: Mail.Services@csuci.edu

Maintenance Stores

This department supports the material requirements of OPC Internal Departments, Operations and Facility Services, in their maintenance and construction functions.

Contact Us

Phone Number: (805) 437-8468

Move Management

We coordinate all personnel moves on campus. Working with your Departmental Move Coordinator we arrange for moving boxes or totes for packing and then handle the movement of packed items and furniture to your new location. Logistical Services also works with IT on most moves to ensure that you have phone and computer services when you arrive at your new location.

Contact Us

Phone Number: (805) 437-3185

Email Address: ShippingAndReceiving@csuci.edu

Shipping and Receiving

We process all incoming packages through our SC Logic Package Tracking System. We strive to deliver all “dock to desk” packages on the same day based on time of receipt. When delivering packages, the recipient or department coordinator will sign for the delivery on our hand-held scanner. This system helps us to know where your packages are at all times; when it was delivered and to whom. If you are expecting a special or large delivery please contact us in advance so that are aware of your incoming delivery. Personal items should not be shipped to the University. We can also help you on any outbound shipments via common carriers.

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