

ASBURY UNIVERSITY CAMPUS POST OFFICE

Dear Family & Friends,

We want to mention some things that may be helpful regarding the Asbury University Campus Post Office. We are located on the first floor of the Hamann-Ray Building and operate in conjunction with the EAGLE OUTLET. Students can send and receive mail / packages through the Campus Post Office. Our hours of operation are Monday – Friday, 8 a.m. to 5 p.m. The building is also unlocked in the evenings for students to access their mailboxes. All letters and small packages that will fit into the mailbox will be placed there; larger packages can be picked up at the check-out counter of the EAGLE OUTLET. Students will not be able to pick up packages or purchase postage when the EAGLE OUTLET / POST OFFICE is closed.

For security and privacy reasons, we suggest the following:

- **Never send cash through the mail**
- **Students should always keep their mailbox locked**
- **Students should not share their mailbox combination with anyone**

Please use this format when addressing letters or packages to your student:

< STUDENT FIRST AND LAST NAME >

ASBURY UNIVERSITY

1 MACKLEM DRIVE

CPO BOX <BOX NUMBER >

WILMORE, KY 40390

Students can receive their box assignment and combination information at the check-out counter of the EAGLE OUTLET.

Should you have questions or concerns, our contact information is:

859-858-3511 ext. 2263

cpo@asbury.edu