

Campus Mail Service Locations

Mail Services closed on official TTUHSC holidays, including partial staff days.

Abilene

Postage meter is located in room 2100D located in the HSC Suite of the Public Health Building. All outgoing mail is metered using a code for specific departments. Departments are billed for postage use at the end of the month via the FiTS System. No personal stamps are available.

Amarillo

Amarillo HSC Mail Room is open from 8:00-12:00 and 1:00-5:00, Monday through Friday. No personal sales. [AMA FMB MailServiceAmarillo@ttuhsc.edu](mailto:AMA_FMB_MailServiceAmarillo@ttuhsc.edu) 806.414.9668

Dallas

Postage meter is located in the SOP Executive Suite and all outgoing mail is metered using a code for specific departments. All departments are billed for postage use at the end of the month via the FiTS System. No personal sales.

Lubbock

Hours: 8am-Noon and 1pm-5pm, Monday through Friday in both locations.

Post Office, HSC Building, room BC351

mailservice@ttuhsc.edu 806.743.2021

Personal postage, stamps, mailing supplies, and outgoing FedEx packages.

Departmental postage, stamps, mailing supplies, and outgoing FedEx and LSO packages.

The TTUHSC Post Office provides departmental and personal outgoing mail services for faculty, staff and students. **This service is not an extension of the USPS**; it is staffed and operated by TTUHSC personnel. All claims for loss or delay or personal mail must be filed with the USPS Claims Office.

Receiving and Mail, HSC Building, room BA085 (loading dock)

Receiving@ttuhsc.edu 806.743.2092

This location receives, sorts and delivers incoming departmental packages and mail. Team members working from home pickup their items here. No personal sales.

Odessa

The TTUHSC-Odessa Mail Room hours of operation are from 7:30-4:30, Monday through Friday. No personal sales. alma.gomez@ttuhsc.edu 432.703.5145