UNIVERSITY 2016 WINTER RECESS REMINDER
December 23, 2016 through January 2, 2017

Please consider the following when placing orders before the Winter Recess:

- Be aware that University receiving dock schedules may affect package and equipment deliveries for shipments received during the Winter Recess. Please plan accordingly.

- Obtain a delivery date from your supplier. If that date is to occur during the University Winter Recess, work with the supplier to arrange a predetermined receiving point and provide the supplier with your contact information.

- For orders that need to be placed by Purchasing Services before Winter Recess, submit requisitions with the appropriate supporting documentation no later than Friday, December 2, 2016.

In case an emergency arises during the Winter Recess, you may contact PantherExpress Customer Service via web inquiry or call 412-624-3578. Customer Service (phone calls, inquiries, and front desk) will be available on the dates and hours listed below.

**PantherExpress Customer Service - Winter Recess Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, December 23, 2016</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Monday, December 26, 2016</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Tuesday, December 27, 2016</td>
<td>10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Wednesday, December 28, 2016</td>
<td>10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Thursday, December 29, 2016</td>
<td>10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Friday, December 30, 2016</td>
<td>10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Monday, January 2, 2017</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

PantherExpress Customer Service will resume normal business hours on Tuesday, January 3, 2017.