

UNIVERSITY 2015 WINTER RECESS REMINDER

December 24, 2015 through January 3, 2016

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 pre-determined receiving point and provide the supplier with your contact information.
- Submit requisitions (for orders that need to be placed by Purchasing Services before Winter Recess) with the appropriate supporting documentation no later than **Friday, December 4, 2015**.

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:

Thursday, December 24, 2015	CLOSED
Friday, December 25, 2015:	CLOSED
Monday, December 28, 2015:	10 a.m. – 2 p.m.
Tuesday, December 29, 2015:	10 a.m. – 2 p.m.
Wednesday, December 30, 2015	10 a.m. – 2 p.m.
Thursday, December 31, 2015	10 a.m. – 2 p.m.
Friday, January 1, 2016	CLOSED

PantherExpress Customer Service will resume normal business hours on Monday, January 4, 2016.