UNIVERSITY OF CALGARY

Subject: **IMPORTANT: Distribution Services - Receipt of Goods and Services 2025-2026**

Distribution Services

- Direct delivery of goods and services must be received in PeopleSoft by **4:30 Monday, March 30, 2026.**
- If you are expecting delivery of Capital Equipment (items that are valued over $5,000) prior to yearend, please coordinate with the Central Receiving Team by emailing **distributionservices@ucalgary.ca.**
- If you are anticipating a large volume purchase of equipment, office supplies or other commodities, please ensure your order is placed with enough lead time to avoid unexpected increases in freight volumes and last-minute deliveries.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

N**OTICE REGARDING DISTRIBUTION HOURS AND PICK-UP PROCESS**

- Distribution Services is open from 8:00am – 4:00pm daily
- Please ensure your item has arrived on campus
- Once you have confirmation that your item is at Distribution Services, please contact **distributionservices@ucalgary.ca** with a tracking number, purchase order number and supplier name to arrange a pickup time

If you have any questions, please contact UService – 403-210-9300

UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries. Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:

- it@ucalgary.ca
- finance@ucalgary.ca
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca

Please do not respond to the sender email address as it is not monitored. Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2025/2026 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.