

Memo

To: Vendors
From: Brian Genzmann, Director of Business and Fiscal Affairs
Date: April 29, 2020
Re: Formal Notification to Vendors About Shipments

Due to the COVID-19 pandemic, all goods are to be shipped to the College's Central Receiving Office located in the Marshak Science Building Room 24. Couriers must access the Central Receiving Office through the loading dock located at St. Nicholas Terrace. The entrance to the Marshak Science Building on Convent Avenue is closed.

The Central Receiving Office is open Monday through Thursday between the hours of 9:00 AM and 3:00 PM EST. All shipments must be sent during this time period until further notice. No deliveries after 3:00 PM will be permitted.

Couriers and delivery companies must speak with the Central Receiving Office prior to delivery to ensure that the loading dock is free and available. The delivery provider must reach out to Robin Cruz and Peter Russell at 212-650-7181, or Khadesha Maxim at 212-650-8675. Vendors are also strongly encouraged to send notifications about their pending shipments to the Purchasing Office at purchasing@ccny.cuny.edu.

We thank you for your understanding about this change in our delivery acceptance process.