

**Mailing Address (USPS):**

{Recipient Name}  
WSU Student Engagement Services  
PO Box 647204  
Pullman, WA 99164-7204

Mail and packages **mailed** to PO Box 647204, will be delivered to the CUB Administration Offices Mail Room (1<sup>st</sup> Floor) by WSU Mailing Services. Deliveries are made mid-mornings, Monday through Friday (no holidays). In emergent situations, if you pick up your package(s) directly from the CUB Administration Offices Mail Room, be sure to log your package(s) on the receiving clipboard on the counter, notify the Fiscal Team of your order arrival, and sign/date/return any packing slips to the Fiscal Team (only if it has a tracking #; regular mail will not have a tracking #)!

**Shipping Address (UPS, FedEx):**

{Recipient Name} WSU Student Engagement Services  
410 Dairy Rd  
CUB 320 MS-7204  
Pullman, WA 99164-7204

Packages **shipped** to the 410 Dairy Road address will be delivered to the CUB Administration Offices Mail Room (1<sup>st</sup> Floor) by WSU Supply Management Services (aka WSU Central Receiving & Delivery). Packages received on campus in the morning, will normally be delivered the same day by mid-afternoon. Packages received on campus in the afternoon, will normally be delivered the next day by mid-morning. Deliveries to WSU/CUB are made Monday through Friday (no holidays). Our Fiscal Team will notify you when your package is ready for pickup in CUB 320. In emergent situations, if you pick up your package(s) directly from the CUB Administration Offices Mail Room, be sure to log your package(s) on the receiving clipboard on the counter, notify the Fiscal Team of your order arrival, and sign/date/return any packing slips to the Fiscal Team! You can use the carrier's website to track your package delivery information. To obtain tracking information once your package has been delivered to campus, please go to: <https://tracking.wsu.edu/find>.

More information about WSU's shipping services can be found at: <https://facilities.wsu.edu/central-receiving-and-delivery/>.

**Pcard Billing Address:**

Washington State University  
Purchasing SRVCS  
PO Box 641020  
Pullman, WA 99164-1020 (or 99164)