



Distribution Services

What We Do

- Responsible for all income and outgoing mail in compliance with US Postal Standards.
- Oversee the delivery of purchases for the Main Campus, DT Campus and ITC
- Maintain our Records Storage Facilities in accordance to the universities records retention schedule

Central Receiving/ Warehouse/Mail Services

Number of:	FY 18	FY 19	FY 20
Packages Received	51,157	61,605	42,402
Outgoing USPS Mail	192,530	228,418	174,831
Records (boxes) Received	874	968	239
Records (boxes) Currently Stored			4,067

Interact With Us

- Receiving Report Assistant
- Package Tracking Information
- Postal Regulations
- Postage Rates
- IDT Charges
- Records Retrieval Assistance

Contact Us

Main: 210-458-4591

crw@utsa.edu

Physical Location
Main Campus, CRW 1.01.02