



New Daily Mail Delivery Schedule

Morning Route

08:00 AM	Pickup Mail at Print Shop
9:00 AM	Pickup Mail at Administration Building/USPS Return to Purchasing Warehouse : Sort/Prepare Mail
10:00 AM - 11:30 AM	Deliver/Pickup Mail at UTEX Offices (Food Service, Maintenance, Transportation, Police Department, Purchasing) Deliver/Pickup Mail at Sullivan Elementary Deliver/Pickup Mail at Landrum Elementary (PRC, Gateway, Technology, PEIMS, Print Shop, Migrant, Federal Programs) Deliver/Pickup Mail at Administration Building Deliver/Pickup Mail at Dr. Cash Elementary Deliver/Pickup Mail at Miller Jordan Middle School Deliver/Pickup Mail at Old BC (HVAC & Special Education) Deliver/Pickup Mail at Ed Downs Elementary Deliver/Pickup Mail at Frank Roberts Elementary Deliver/Pickup Mail at Fred Booth Elementary Deliver/Pickup Mail at Veterans Memorial Academy & KSBG-TV Deliver/Pickup Mail at Berta Cabaza Middle School Deliver/Pickup Mail at San Benito High School Return to Purchasing Warehouse : Sort/Prep Afternoon Mail Route

Afternoon Route

1:00 PM - 3:00 PM	Deliver/Pickup Mail at Oscar De La Fuente Elementary Deliver/Pickup Mail at Dr. Raul Garza S.T.E.A.M. Academy Deliver/Pickup Mail at Angela G. Leal Elementary Deliver/Pickup Mail at La Encantada Elementary Deliver/Pickup Mail at La Paloma Elementary Deliver/Pickup Mail at Riverside Middle School Deliver/Pickup Mail at Rangerville Elementary Return to Purchasing Warehouse : Sort Gathered Mail Assist with Warehouse Duties
3:45 PM	Pickup and Deliver Administrative Front Office (Stamped) Mail to USPS

***Please Note Times:** Have All Mail Ready By The Scheduled Route
(Morning Route: Mail Ready By 10 AM, Afternoon Route: Mail Ready By 1 PM)