**Campus Business Services**

**Campus Closure – COVID19 Response**

In response to campus response to COVID-19 and in effort to make health & safety a priority, while providing essential services to campus, CBS has enacted the following measures:

* **UCR Bookstore:** Closed March 16 to 27. *Front window service for rental book returns and online order pick up will be available 8am to 12pm Monday – Friday (closed Friday, March 27).* Bookstore will re-open week of March 30 with limited hours TBD.For general questions, please call **x24213 or 24456**or email [sm8106@bncollege.com](mailto:sm8106@bncollege.com)
* **Highlander Service Station:** Closed March 16 to April 3. For general questions, please call x24443 or 24444or email [servicestation@ucr.edu](mailto:servicestation@ucr.edu)
* **Card Services:** Staff will work remotely to support essential card functions related to Housing & Dining, School of Medicine, and Facilities Services. For general questions, please call **x22273 or 21237**. For other urgent campus needs, please contact CBS leadershipor email [servicestation@ucr.edu](mailto:servicestation@ucr.edu)
* **Mail Services:** Still receiving inbound mail, however regular campus deliveries will stop between March 16 and April 3. Exceptions will be made for critical department needs. Front lobby/post office will be closed to customers. Departments with critical needs should call **x26245** or contact CBS leadership or email [mailservices@ucr.edu](mailto:mailservices@ucr.edu)
* **Receiving Services:** Still receiving inbound packages and campus deliveries between 8am and 4:30pm. Regular campus delivery service will stop between March 16 and April 3. Only critical items and research related items will be delivered to campus departments as needed. ***Departments are encouraged to cancel/postpone non-essential deliveries to campus during the closure.***  For general questions, please call **x23134** or email[receivingservices@ucr.edu](mailto:receivingservices@ucr.edu)
* **ScotSupply:** Will still fulfill orders for critical research related items. Gas cylinders will still be delivered to labs for research purposes. For general questions, please call **x25542** or email [scotsupply@ucr.edu](mailto:scotsupply@ucr.edu)
* **ScotSurplus:** Closed March 16 to April 3. For general questions, please call **x25543** or email [scotsurplus@ucr.edu](mailto:scotsurplus@ucr.edu)
* **Digital Print Services:** Closed March 16 to April 3. Production of pending print orders postponed until campus re-opens. *Technician still available for Copier Program repairs and service.* For general questions, please call **x24318 or 25097** or email [printingrequest@ucr.edu](mailto:printingrequest@ucr.edu)
* **Auxiliary Design Services:** Staff will be working remotely and supporting critical design and digital content needs. Please contact CBS leadership for assistance or email [auxiliarydesign@ucr.edu](mailto:auxiliarydesign@ucr.edu)
* **CBS Administration:** Limited CBS leadership will be working on campus during closure and most will be working remotely. Please contact CBS leadership for assistance.

We appreciate your support as we work through this unprecedented time on our campus and globally. For specific questions please contact:

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**Tabitha Rosser, Store Manager – UCR Bookstore (Barnes & Noble)**

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Thank you,

Mike Clemons, Director