

**SUFFOLK COUNTY WATER AUTHORITY
Oakdale, Long Island, New York**

I N T E R O F F I C E C O R R E S P O N D E N C E

DATE: 3/27/2020

TO: All Departments in Oakdale and Great River

FROM: Bill Martin - Materials Manager

SUBJECT: Mail Delivery

During these trying times we must make some adjustments in our daily routine, and the delivery of mail and supplies is no different.

Effective immediately all mail and supplies being delivered by Stores will be left in the vestibule of each building until further notice.

There will be 2 mail buckets left in each vestibule one marked "Incoming" and one "Outgoing", and all packages will be left to the attention to the recipient. As always please sign the delivery ticket and return to Stores in the interoffice mail.

Mail will be delivered on our normal schedule.

Sorry for the inconvenience, but it is in the best interest of all.

If you have questions, please contact me. Thank you.