

MEMORANDUM

TO: All Faculty and Staff

FROM: Alex Valdez, Chief Procurement Officer

SUBJECT: Change to Central Receiving Address

DATE: May 28, 2026

This memorandum serves to formally notify all campus departments, faculty, and staff of a change to the University's Central Receiving address.

New Central Receiving Address

Effective **June 1, 2026**, Central Receiving will relocate from Edinburg to McAllen. All shipments, deliveries, and freight intended for Central Receiving must be directed accordingly.

Current Address: 1407 E Freddy Gonzalez Dr., Edinburg, TX 78539

New Address: 3901 N Jackson Rd., McAllen, Texas 78501

Required Actions

- Update the Central Receiving address in all internal systems, such as iShop by visiting my.utrgv.edu
- The new shipping address, **Central Receiving McA**, will be available in iShop for selection beginning May 29, 2026. Reference the guide below for instruction on how to update the address.
<https://www.utrgv.edu/procurement/files/documents/quick-reference-guides/ishop/11.10.2021-how-to---activate-shipping-address.pdf>
- Communicate the new address to vendors and service providers with pending orders for your department.
- Ensure that all standing or recurring orders reflect the updated address.

Important Notes

- Failure to update delivery information may result in delayed or misdirected shipments.
- Departments are responsible for ensuring accurate delivery instructions when processing a requisition/purchase order.

For questions or assistance, please contact Procurement Office at 956-665-2161 or purch@utrgv.edu

Thank you for your prompt attention to this important update.