

MEMO

To: TBRHSC Directors, Managers, and Coordinators
From: Blake Rathje, Manager, Strategic Sourcing & Distribution
Date: Monday, March 18, 2024
RE: Stores Closure – Year-End Inventory

Please note, Stores and the Print Shop will be closing early to complete year-end inventory counts on **Friday, March 22, 2024 at 1:00pm.**

Access to Stores will only be available in emergency situations.

Please place orders for Stock items prior to the end of day on Thursday, March 21st. Orders placed on Friday, March 22nd may not be delivered until Monday, March 25th.

Stores will re-open and resume regular hours on Saturday, March 23, 2024 at 8:00am.

Please contact me if you have any questions.

Thank you,

Blake Rathje
Manager, Strategic Sourcing & Distribution
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