

MEMO

To: TBRHSC Director's, Manager's, and Coordinator's

From: Blake Rathje, Manager, Strategic Sourcing & Distribution, Purchasing & Stores

Date: Wednesday, March 19, 2025

RE: MEMO: 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 21, 2025 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, 20th. Orders placed on Friday, March 21st may not be delivered until Monday, March, 24th.

Stores will re-open and resume regular hours on Saturday, March 22, 2024 at 8:00am.

Please contact me if you have any questions.

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