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Name: Postal Services – Location and Hours of Operation

Policy Number: 2-5001
Origin: Financial Services
Approved: 1 April 1992
Issuing Authority: Senior Director, Financial Services
Responsibility: Manager, Procurement Services
Effective Date: 1 January 2013
Revision Date(s): 1 March 1993, 1 September 2007, 1 January 2013

Department mail bins are located off the main corridor of the basement level of the McNally Building. The Internal and External mail drop slots are also at this location

Postal Services personnel are available from 8:00 am to 4:00 pm (3:30 pm summer hours).