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Name:	Procurement – Location and Hours
Policy Number:	4-1001
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 January 2013
Revision Date(s):	1 August 1994, 1 September 2007, 1 January 2013

Procurement Services is located in Room 0026 on the main corridor of the basement level of the McNally Building. The office hours are 8:00 a.m. to 5:00 p.m., Monday to Friday (8:00 a.m. – 4:30 p.m. summer hours)