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<b>Name:</b>	<b>Inventory &amp; Distribution – Location and Hours of Service</b>
Policy Number:	4-6001
Origin:	Financial Services
Approved:	1 October 1991
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 January 2013
Revision Date(s):	1 April 1992, 1 March 1993, 1 September 2007, 1 January 2013

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Inventory & Distribution (I&D) is located in MM 025 on the main corridor of the basement level of the McNally Building. The I&D window is open Monday to Friday, 8:00 a.m. to 4:00 p.m. (3:30 p.m. during summer months).