

MEMO

DATE: December 2, 2022

TO: Algonquin College Leadership Team
Budget Officers
Cost Centre Managers

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: Central Shipping and Receiving Holiday Closure

Please cascade this memo to the appropriate staff in your department

Central Shipping and Receiving, and Mail Services will be closed starting at 4:45 pm on Thursday, December 22nd, 2022 and will reopen at 8:00 am on Monday, January 2nd, 2023.

Please plan accordingly.

On behalf of the Central Shipping and Receiving and Mail Services team, we wish you a safe and healthy holiday break!

Carlo, Kyle, Bob and Gord