

MEMORANDUM

Date: June 22, 2017

To: The University Community

From: Lauren Weitzel,
Interim Director of Purchasing and Campus Services

Re: Office Hours on July 3, 2017

If your office will be closed on Monday, July 3, 2017, please contact University Services at extension 7008 so that we may hold your mail until Wednesday, July 5, 2017.

Thank you for your cooperation.