

INSTITUTIONAL SERVICES

DECEMBER 17, 2011 – JANUARY 12, 2012

Office	12/19/2011	12/20/2011	12/21/2011	12/22/2011	12/23/2011
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purchasing & Contracts	8AM–4PM	8AM–4PM	8AM-4PM	8AM-4PM	CLOSED
Mail Services	8AM–4PM	8AM–4PM	8AM-4PM	8AM-4PM	CLOSED
Equipment Management	8AM–4PM	8AM–4PM	8AM-4PM	8AM-4PM	CLOSED
Rapid Copy Center	8AM–4PM	8AM–4PM	8AM-4PM	8AM-4PM	CLOSED

Office	12/26/2011	12/27/2011	12/28/2011	12/29/2011	12/30/2011
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purchasing & Contracts	CLOSED	8AM–4PM	8AM-4PM	8AM-4PM	CLOSED
Mail Services	CLOSED	8AM–4PM	8AM–4PM	8AM-4PM	CLOSED
Equipment Management	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Rapid Copy Center	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

Office	1/2/2012	1/3/2012	1/4/2012	1/5/2012	1/6/2012
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purchasing & Contracts	CLOSED	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Mail Services	CLOSED	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Equipment Management	CLOSED	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Rapid Copy Center	CLOSED	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM

Office	1/9/2012	1/10/2012	1/11/2012	1/12/2012	1/13/2012
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Purchasing & Contracts	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Mail Services	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Equipment Management	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM
Rapid Copy Center	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM	8AM–4PM

Return to regular business hours 8:30am – 5:00pm on Monday, January 16, 2012.