

Pembroke Regional Hospital

MEMO

To: All Staff
From: Monique Lafrance-Fleury, Manager, Materials Management
Date: **March 13, 2024**
Subject: **Materials Management Services for Thursday, March 21, 2024**

Once again it is time to perform our year-end inventory count.

To alleviate some of the pressure at March 31, Materials Management staff will be counting inventory on **Thursday, March 21, 2024** and will not be available to fill stock and non-stock requisitions, to accept orders or to deliver items to the hospital.

Normal Materials Management activities will resume on Friday, March 22nd including regular Thursday orders.

Please make the necessary preparations to have adequate stock on hand in advance of Thursday, March 21st and ensure your stock requisitions are posted by Tuesday, March 19th to ensure delivery before March 21st.

Thank you for your cooperation during this period.

As always, your feedback is appreciated. If you have any questions or concerns, please contact me by email at monique.lafrance-fleury@prh.email or by phone at ext. 7720.