


PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Monique Lafrance-Fleury, Manager,
Materials Management 

DATE: 2023Mar17

SUBJECT: Materials Management Services for
Thursday, March 23, 2023

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 23, 2023** 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 24th, including regular Thursday orders.

Please make the necessary preparations to have adequate stock on hand in advance of Thursday, March 23rd and ensure your stock requisitions are posted by Tuesday, March 21st to ensure delivery before March 23rd.

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 phone ext 7720 or Elaine Taylor at elaine.taylor@prh.email or phone ext 6532