The IT Procurement Office, Department of Information Technology Services, will be closed for fiscal year end inventory count from **March 28 - 29, 2018.**

Departments are encouraged to place orders for the current fiscal year as early as possible to allow sufficient time for delivery and billing before year end. The last day to place orders for the 2017-2018 fiscal year is **March 9, 2018.** Exceptions will be made after the deadline to accommodate **emergency** and **air shipment** orders up to **March 23, 2018.** Items in stock at the IT Procurement Office will be available for purchase until **4:00pm March 27, 2018.**

Up-to-date pricing and promotions can be found on the IT Procurement Office web page at [www.mun.ca/itprocurement](http://www.mun.ca/itprocurement). You may also contact the IT Procurement Office via phone at ext. 2673 or email itprocurement@mun.ca.

Please note that beginning Monday, April 2nd, the IT Procurement Office will be transitioning into Banner Stores Inventory for procurement processing. For questions or comments, please forward to dearles@mun.ca or jason@mun.ca.

Jason Paterson
IT Procurement Office

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