



**Marco Abeita, Director of Procurement  
and Business Services**

[mabeita@gmcs.org](mailto:mabeita@gmcs.org)

**Buyers**


Rebecca Bertinetti

Katherine Crisler

Breana Kesner

## MEMORANDUM

TO: All Schools and Departments

FROM: Marco A. Abeita, CPPB CPO  
Procurement and Business Services Director 

DATE: September 2, 2021

SUBJECT: FY 22 Schedule of R&D Warehouse Closures for Inventory

The following is a tentative schedule the Receiving & Delivery Warehouse will be closed to conduct inventory for the remainder of the 2022 School Year:

August 27-31, 2021  
September 28-30, 2021  
October 27-29, 2021  
November 17-19, 2021  
December 20, 21, 27 & 28, 2021  
January 27-31, 2022  
February 24-28, 2022  
March 29-31, 2022  
April 27-29, 2022  
May 25-27, 2022  
June 15 thru June 30, 2022 End of Year Inventory and Roll Over

Please note this is a TENTATIVE schedule and is subject to change in order to accommodate other priorities. The R&D Warehouse will continue to send messages of the closures and schedule adjustments.

We appreciate your attention to this matter and planning your purchases from the R&D Warehouse accordingly. If you have any questions regarding the schedule or actual closures, please contact us via email, Marco Abeita [mabeita@gmcs.org](mailto:mabeita@gmcs.org), Gilbert Torres [gtorres@gmcs.org](mailto:gtorres@gmcs.org), or Missy Garcia [mgarcia@gmcs.org](mailto:mgarcia@gmcs.org)

Thank You.