



## Loudoun County, Virginia

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## NEWS RELEASE

Office of the County Administrator, Public Affairs and Communications  
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### **Department of Finance & Procurement Closed to In-Person Services August 10**

The Loudoun County Department of Finance and Procurement will be closed to the public Thursday, August 10, 2023, for staff training. As a result, in-person services—with the exception of drop-off services—will temporarily be suspended for one business day. Staff will not be available by email or phone on August 10, but will return any messages when the department reopens Friday, August 11.

Anything that is submitted online or dropped off on August 10 will not be processed until Friday, August 11, when the department will reopen for normal operations. Packages and documents for the department may be dropped off in the lobby of the Loudoun County Government Center, 1 Harrison St. SE in Leesburg.

#### **Online Services**

The online [iSupplier procurement system](#) will continue to be available. The system allows vendors to view solicitations, bid online, view orders and track payments. Current solicitations also are posted [here](#).

#### **In-Person Drop-Off**

The secure drop boxes for the public will continue to be available during the Department of Finance and Procurement's one-day closure. Use the drop box to leave bids and other documents, which staff will process when the department reopens on Friday, August 11. The drop boxes are located in lobby of the [Government Center](#).

#### **More Information**

More information about the department's services, including contact information, is available at [loudoun.gov/finance](http://loudoun.gov/finance) and [loudoun.gov/procurement](http://loudoun.gov/procurement).

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