

GRCC

Purchasing Department

November 15, 2016

Dear Grand Rapids Community College Supplier:

GRCC Campus will be closed for Thanksgiving beginning at 5pm, Tuesday, November 22, 2016. GRCC Campus will reopen Monday, November 28, 2016.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Tuesday, November 22, 2016 through November 27, 2016. Receiving will resume normal operations on Monday, November 28, 2016.

GRCC Campus will be closed for holiday shutdown beginning at 5pm, Thursday, December 22, 2016. GRCC Campus will reopen Tuesday, January 3, 2017.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Thursday, December 22, 2016 through January 2, 2017. Receiving will resume normal operations on Tuesday, January 3, 2017.

Please make note of these dates and thank you for your cooperation. Feel free to contact the Purchasing Department at (616) 234-3850 if you have any questions.

Happy Holidays!



Mansfield W. Matthewson
Director of Purchasing
Grand Rapids Community College
MWM/mwm

cc: Jared Anderson, Dale Betts, Melissa Davis, Danelle Sedore, Thomas Vos



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MISSION • GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.
VISION • As a college of distinction, GRCC inspires students to meet the needs of the community and the world.