



**Purchasing Department**

November 21, 2024

Dear Grand Rapids Community College Supplier:

**All GRCC Campuses will be closed for Thanksgiving beginning at 5pm, Tuesday, November 27, 2024. GRCC Campus will reopen Monday, December 2, 2024.**

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Tuesday, November 27, 2023 through Sunday, December 1, 2024. Receiving will resume normal operations on Monday, December 2, 2024.

**All GRCC Campuses will be closed for holiday shutdown beginning at 5pm, Friday, December 20, 2024. GRCC Campus will reopen Thursday, January 2, 2025.**

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Friday, December 20, 2024 through Wednesday, January 1, 2025. Receiving will resume normal operations on Thursday, January 2, 2025.

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!

*Paula J. Gleason-Zeeff*

Paula J. Gleason-Zeeff  
Director of Purchasing  
Grand Rapids Community College

cc: Avonte Braden-Love, Melissa Davis, Zach Brock, Danelle Sedore



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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.