



Purchasing Department

November 16, 2022

Dear Grand Rapids Community College Supplier:

All GRCC Campuses will be closed for Thanksgiving beginning at 5pm, Tuesday, November 22, 2022. GRCC Campus will reopen Monday, November 28, 2022.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Tuesday, November 22, 2022 through Sunday, November 27, 2022. Receiving will resume normal operations on Monday, November 29, 2022.

All GRCC Campuses will be closed for holiday shutdown beginning at 5pm, Thursday, December 22, 2022. GRCC Campus will reopen Tuesday, January 3, 2023.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Wednesday, December 21, 2022 through Sunday, January 1, 2023. Receiving will resume normal operations on Tuesday, January 3, 2023.

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, Joseph Krussell, Danelle Sedore



143 Bostwick Avenue, NE • Grand Rapids, Michigan 49503-3295 • ph: (616) 234-GRCC • grcc.edu

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.