



Purchasing Department

November 18, 2021

Dear Grand Rapids Community College Supplier:

All GRCC Campuses will be closed for Thanksgiving beginning at 5pm, Tuesday, November 23, 2021. GRCC Campus will reopen Monday, November 29, 2021.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Tuesday, November 23, 2021 through Sunday, November 28, 2021. Receiving will resume normal operations on Monday, November 29, 2021.

All GRCC Campuses will be closed for holiday shutdown beginning at 5pm, Wednesday, December 22, 2021. GRCC Campus will reopen Monday, January 3, 2022.

Consequently, Grand Rapids Community College will not accept any shipments beginning at 3pm, Tuesday, December 21, 2021 through Sunday, January 2, 2022. Receiving will resume normal operations on Monday, January 3, 2022.

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!

A handwritten signature in black ink that reads "Mansfield W. Matthewson".

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

cc: Avonte Braden-Love, Melissa Davis, Joseph Krussell, 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.