

## MEMORANDUM

TO: District Administrators

FROM: Jon Laing, Chief Financial Officer

DATE: August 11, 2023

RE: 2023 – 24 Copy Paper Ordering Options

<b>DBI (Vendor # 10036801)</b>	<b>Central Michigan Paper (Vendor # 10424201)</b>	<b>Staples Advantage (Punchout)</b>	<b>Amazon (Punchout )</b>
Free shipping on orders \$50 and above, next day delivery when purchase order is received by 5:00 pm	Free shipping on orders \$350 and above	Free shipping on orders \$35 and above	Free shipping on most items and two day shipping with Business Prime
Standard Paper (8 ½ X 11): \$29.99 per Case Product ID# UNV11289	Standard Paper (8 ½ X 11): \$39.00 per Case REMC# 237250 Price expires Nov. 30, 23	Standard Paper (8 ½ X 11): \$43.12 per Case Product ID# TR56958	Standard Paper (8 ½ X 11): \$35.99 per Case Product ID# Amazon Basic Multipurpose Copy Paper
Legal Paper (8 ½ X 14): \$15.36 per Ream Product ID# UNV24200RM	Legal Paper (8 ½ X 14): \$51.00 per Case REMC# 237254 Price expires Nov. 30, 23	Legal Paper (8 ½ X 14): \$5.83 per Ream Product ID# 127035	
Ledger Paper (11 X 17): \$15.49 per Ream Product ID# UNV28110	Ledger Paper (11 X 17): \$40.00 per Case REMC# 237255 Price expires Nov. 30, 23	Ledger Paper (11 X 17): \$10.20 per Ream Product ID# 512211	

\* Ream is equal to 500 sheets

\* Case is equal to 10 reams, 5,000 pages total