Graphical user interface, text, application

Description automatically generated

**Purchasing Department**

MEMORANDUM

TO: District Administrators

FROM: Jon Laing, Chief Financial Officer

DATE: October 6, 2022

RE: 2022 – 23 Copy Paper Ordering Options

|  |  |  |  |
| --- | --- | --- | --- |
| **DBI**  **(Vendor # 10036801)** | **Central Michigan Paper**  **(Vendor # 10424201)** | **Staples Advantage**  **(Vendor # )** | **Amazon**  **(Vendor # )** |
| 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):  $50.87 per Carton  Product ID# UNV11289 | Standard Paper (8 ½ X 11):  $43.20 per Case  REMC# 2277250  Price expires Nov. 30, 22 | Standard Paper (8 ½ X 11):  $50.70 per Case  Product ID# TR59702 | Standard Paper (8 ½ X 11):  $32.50 per Case or $1,300/ pallet  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):  $55.25 per Case  REMC# 227254  Price expires Nov. 30, 22 | Legal Paper (8 ½ X 14):  $13.29 per Ream  Product ID# 127035/086350 |  |
| Ledger Paper (11 X 17):  $24.37 per Ream  Product ID# UNV28110 | Ledger Paper (11 X 17):  $44.50 per Case  REMC# 227255  Price expires Nov. 30, 22 | Ledger Paper (11 X 17):  $15.79 per Ream  Product ID# 190450 |  |

\* Ream is equal to 500 sheets

\* Carton is equal to 5 reams, 2,500 pages total

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