

**Purchasing Department**

MEMORANDUM

TO: District Administrators

FROM: Jon Laing, Chief Financial Officer

DATE: October 6, 2022

RE: 2022 – 23 Copy Paper Ordering Options

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| **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 CartonProduct ID# UNV11289 | Standard Paper (8 ½ X 11):$43.20 per CaseREMC# 2277250Price expires Nov. 30, 22 | Standard Paper (8 ½ X 11):$50.70 per CaseProduct ID# TR59702 | Standard Paper (8 ½ X 11):$32.50 per Case or $1,300/ palletProduct ID# Amazon Basic Multipurpose Copy Paper |
| Legal Paper (8 ½ X 14):$15.36 per ReamProduct ID# UNV24200RM | Legal Paper (8 ½ X 14):$55.25 per CaseREMC# 227254Price expires Nov. 30, 22 | Legal Paper (8 ½ X 14):$13.29 per ReamProduct ID# 127035/086350 |  |
| Ledger Paper (11 X 17):$24.37 per ReamProduct ID# UNV28110 | Ledger Paper (11 X 17):$44.50 per CaseREMC# 227255Price expires Nov. 30, 22 | Ledger Paper (11 X 17):$15.79 per ReamProduct 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