Business Services Memorandum

To:

ALL DEPARTMENTS

From: Subject:

PURCHASING Warehouse Pricing

Glendale Community College

Amount	<u>Unit</u>	Description
\$3.50	Ream	Paper, white 8 ½" x 11", #20 (500/ream)
\$35.00	Case	Paper, white 8 ½" x 11", #20 (10 ream/case)
\$4.00	Ream	GCC Letterhead (500/ream)
\$12.00	Box	GCC Envelopes (500/box)
\$1.00	Sheet	GCC Labels (6/sheet)
\$1.00	Pad	Interoffice Memo
\$6.00	Ream	Cardstock # 67, 8 ½ x 11", (250/ream), if available

Revised 08-03-11