



**GRAND & TROTTER**  
MD

Rec'd by Vendor: Oct 1/25  
 Entry #: V356439  
 RC: 2990  
 Vendor ID: GRA002  
 Rec'd by Finance: Oct 22/25

An **Office DEPOT®**, Inc. Company  
 une société d'**Office DEPOT®**, Inc

## COST CENTRE BILLING REPORT

### REQUISITION REPORT - SUMMARY

SOLD TO ACCOUNT NO.	389614 . CDN AIR TRANSPORT SEC AUTH EXEC ASSIST-TECH 99 BANK ST 13TH FLR OTTAWA, ON K1P 6B9	G.S.T. Q.S.T	R894032192 1001640701TQ0009
		PERIOD ENDING ACCT MGR NO.	09/30/2025 • 30656

INVOICE NO. **V978259** •

#### CHARGES & CREDITS

COST CENTRE DEPARTMENT	SHIP-TO ACCOUNT NO.	AMOUNT	PST	SUB TOTAL	GST	HST	TOTAL A/C CHARGE
TECH	389709	1,162.24	0.00	1,162.24 •	0.00	151.09 •	1,313.33•
TECH-MORRISON DR	962337	353.86	0.00	353.86 •	0.00	46.00•	399.86•
	TOTALS	1,516.10	0.00	1,516.10 •	0.00	197.09 •	1,713.19•

Invoice Amount: \$1,713.19	TOTAL CHARGES THIS PERIOD 1,713.19•
Financial Code: 85111-51-2990-9HQ00-0000	TOTAL CREDITS THIS PERIOD 0.00
PO Number:	PAYMENT OF THIS AMOUNT DUE 10-30-2025 1,713.19

RC Manager:

GST R: 37.90  
PST R: 99.46

Verified By:

Posted By:



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		PERIOD ENDING ACCT MGR NO.	09/30/2025 30656

INVOICE NO. COST CENTRE	V978259 TECH	SHIP TO ACCOUNT NO.	389709	CDN AIR TRANSPORT SEC AUTH TECH 99 BANK ST 13TH FLR OTTAWA, ON K1P 6B9
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QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7503		DATE	09/02/2025	ATTENTION	Barbara Henault	P.O.#	7503	G&T ORDER NO	799925-00
10	10	0	EA	20-366	AMPAD PERF PAD LTR-SZ 3-HOLE Ampad Wide-ruled Perforated No 8 1/2" (215.90 mm) x 11 3/4" ze - White Paper - Micro Perfo ard Backing, Easy Tear - 1 Eac Standing Offer #E60PD-19OSFB/0	4.26	NET	4.26	42.60	H
2	2	0	BX	OMC97011	G&T BP RET. RUBBER GRIP PEN Grand & Toy Rubber Barrel Retr ns, Blue, Fine 0.7 mm, Box of Fine Round Pen Point - Retract nk - Blue Barrel - 12 / Box Standing Offer #E60PD-19OSFB/0	22.54	NET	22.54	45.08	H
1	1	0	BX	1884739	MARKR SANFORD SHARPIE BLK FINE Sharpie Permanent Marker - 1 m Marker Point - Black Ink - Bl x Standing Offer #E60PD-19OSFB/0	35.72	NET	35.72	35.72	H

REQ TOTAL	123.40
HST TOTAL	16.04 •
PST TOTAL	0.00
SUB-TOTAL	123.40
GST TOTAL	0.00
TOTAL THIS ORDER	139.44 •

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7510		DATE	09/08/2025	ATTENTION	Bruce McNally	P.O.#	7510	G&T ORDER NO	826615-00
1	1	0	PK	E91BPW16	BATTERY ENERGIZER MAX AA 16/PK Energizer Max Alkaline AA Batt pose, Digital Camera, Toy - AA ack Standing Offer #E60PD-19OSFB/0	34.25	NET	34.25	34.25	H
1	1	0	PK	E92BPW16	ENERGIZER MAX AAA 16/PACK Energizer MAX Alkaline AAA Bat rpose - AAA - 1.5 V DC - 16 / Standing Offer #E60PD-19OSFB/0	36.43	NET	36.43	36.43	H
5	5	0	EA	11969	JR BK RULED W/DOTTED INTERLINE Hilroy Notebook - 40 Pages - D 7 1/8" (180.98 mm) x 9 1/8" (	2.86	NET	2.86	14.30	H
1	1	0	BX	4000020	e - Recycled - 1 / Each Standing Offer #E60PD-19OSFB/0 SWINGLINE BINDCOMB 1/4" BLK 100 Swingline GBC CombBind Binding ack 100 pieces - 0.3" (6.4 mm) 25 x Sheet Capacity - For Lett ) x 11" (279.40 mm) Sheet - Bl	40.45	NET	40.45	40.45	H



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### REQUISITION REPORT

SOLD TO ACCOUNT NO.	389614	G.S.T.	R894032192
	CDN AIR TRANSPORT SEC AUTH	Q.S.T	1001640701TQ0009
	EXEC ASSIST-TECH		
	99 BANK ST		
	13TH FLR	PERIOD ENDING	09/30/2025
	OTTAWA, ON K1P 6B9	ACCT MGR NO.	30656

1	1	0	BX	1884739	/ Box Standing Offer #E60PD-19OSFB/0 MARKR SANFORD SHARPIE BLK FINE Sharpie Permanent Marker - 1 m Marker Point - Black Ink - BI x Standing Offer #E60PD-19OSFB/0 TICONDEROGA TRI-WRITE PENCILS Ticonderoga Tri-Write Wooden P - 2HB - Yellow Barrel - 12 / B Standing Offer #E60PD-19OSFB/0 MHSW Battery Fees Fee applied to product # E9 MHSW Battery Fees Fee applied to product # E9	35.72	NET	35.72	35.72	H
1	1	0	BX	13856-0		2.75	NET	2.75	2.75	H
1	1	0	EA			1.12		1.12	1.12	
1	1	0	EA			0.80		0.80	0.80	

REQ TOTAL	165.82
HST TOTAL	21.56 •
PST TOTAL	0.00
SUB-TOTAL	165.82
GST TOTAL	0.00
<b>TOTAL THIS ORDER</b>	<b>187.38 •</b>

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7511		DATE	09/08/2025	ATTENTION Bruce McNally	P.O.#			G&T ORDER NO	826616-00
4	4	0	PK	99630	COPY PAPER 11X17 WH 20LB STOCK Grand & Toy Premium Copy Paper abloid - 17" (431.80 mm) x 11" m² Grammage - Sustainable Fore ) - Anti-static, Acid-free, Ch - 500 Sheets - 500 Sheets per se - 1 Pack	9.90	CONTRACT	9.90	39.60	H
1	1	0	EA		MINIMUM HANDLING CHARGE	4.97		4.97	4.97	

REQ TOTAL	44.57
HST TOTAL	5.79 •
PST TOTAL	0.00
SUB-TOTAL	44.57
GST TOTAL	0.00
<b>TOTAL THIS ORDER</b>	<b>50.36 •</b>

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7512		DATE	09/08/2025	ATTENTION Bruce McNally	P.O.#	7512		G&T ORDER NO	826834-00
3	3	0	PK	CB993699	LYSOL WIPES CITRUS,75/EA Lysol Disinfectant Wipe - For - Citrus Scent - 8.50" (215.90 (107.95 mm) Width - Pre-moiste dorize, Strong, Disinfectant, terial, Anti-static - White - Standing Offer #E60PD-19OSFB/0 ^Consumable items are not retu "For health and safety reasons non-returnable." Acknowledged by: Bruce McNally	10.76	NET	10.76	32.28	H
1	1	0	EA		MINIMUM HANDLING CHARGE	4.97		4.97	4.97	



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		PERIOD ENDING ACCT MGR NO.	09/30/2025 30656

REQ TOTAL	37.25
HST TOTAL	4.84*
PST TOTAL	0.00
SUB-TOTAL	37.25
GST TOTAL	0.00
TOTAL THIS ORDER	42.09 *

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7513		DATE	09/09/2025	ATTENTION Bruce McNally	P.O.#			G&T ORDER NO	834196-00
15	15	0	PK	99630	COPY PAPER 11X17 WH 20LB STOCK Grand & Toy Premium Copy Paper abloid - 17" (431.80 mm) x 11" m² Grammage - Sustainable Fore ) - Anti-static, Acid-free, Ch - 500 Sheets - 500 Sheets per se - 1 Pack	9.89	CONTRACT	9.89	148.35	H

REQ TOTAL	148.35
HST TOTAL	19.29*
PST TOTAL	0.00
SUB-TOTAL	148.35
GST TOTAL	0.00
TOTAL THIS ORDER	167.64 *

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7518		DATE	09/16/2025	ATTENTION Bruce McNally	P.O.#			G&T ORDER NO	865945-00
65	65	0	PK	99630	COPY PAPER 11X17 WH 20LB STOCK Grand & Toy Premium Copy Paper abloid - 17" (431.80 mm) x 11" m² Grammage - Sustainable Fore ) - Anti-static, Acid-free, Ch - 500 Sheets - 500 Sheets per se - 1 Pack	9.89	CONTRACT	9.89	642.85	H

REQ TOTAL	642.85
HST TOTAL	83.57*
PST TOTAL	0.00
SUB-TOTAL	642.85
GST TOTAL	0.00
TOTAL THIS ORDER	726.42 *

COST CENTRE DEPT.	NET TOTAL COST CENTRE	1,162.24
	PST TOTAL	0.00
	SUB-TOTAL	1,162.24
	GST TOTAL	0.00
	HST TOTAL	151.09 *
	TOTAL	1,313.33 *
	YEAR-TO-DATE TOTAL	3,858.93



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		PERIOD ENDING ACCT MGR NO.	09/30/2025 30656

INVOICE NO.	V978259	SHIP TO ACCOUNT NO.	962337	CDN AIR TRANSPORT SEC AUTH
COST CENTRE	TECH-MORRISON DR			1070 MORRISON DR
				OTTAWA, ON K2H 8K7

QTY ORD	QTY SHIP	QTY B/O	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
REQ NO.	G7525		DATE	09/23/2025	ATTENTION	Christopher Klymowsk	P.O.#		G&T ORDER NO	893358-00
4	4	0	EA	17022-AVE	AVERY VIEW D-BINDER 1.5" WHT Avery® Durable View Binder 1-1/ White - 1 1/2" (38.10 mm) Bind - 8 1/2" (215.90 mm) x 11" (2 - 375 Sheet Capacity - 375 Ri Slant Ring - Pocket(s): 2 - P ive, Durable, Flexible, Pocket Standing Offer #E60PD-19OSFB/0	7.34	NET	7.34	29.36	H
4	4	0	PK	32900	PROJECT FOLDER WAVE FOR BINDER Pendaflex Letter Pocket Folder ) x 11" (279.40 mm) - 11 pt. (	42.10	NET	42.10	168.40	H
4	4	0	PK	MPMX7P21	BIC VELOCITY MAX PENCIL 0.7MM BIC Velocity MAX Mechanical Pe ) Multi Lead - Medium Point Standing Offer #E60PD-19OSFB/0	6.91	NET	6.91	27.64	H
2	2	0	PK	E92BPW16	ENERGIZER MAX AAA 16PACK Energizer MAX Alkaline AAA Bat rpose - AAA - 1.5 V DC - 16 / Standing Offer #E60PD-19OSFB/0	37.03	NET	37.03	74.06	H
2	2	0	PK	E91BPW24	ENERGIZER MAX AA 24PACK Energizer MAX Alkaline AA Batt pose, Digital Camera, Toy - AA ack Standing Offer #E60PD-19OSFB/0	24.72	NET	24.72	49.44	H
1	1	0	EA		MHSW Battery Fees Fee applied to product # E9	1.60		1.60	1.60	
1	1	0	EA		MHSW Battery Fees Fee applied to product # E9 Approved By: SeDive Muzemba	3.36		3.36	3.36	

REQ TOTAL	353.86
HST TOTAL	46.00 *
PST TOTAL	0.00
SUB-TOTAL	353.86
GST TOTAL	0.00
<b>TOTAL THIS ORDER</b>	<b>399.86 *</b>

COST CENTRE DEPT.	NET TOTAL COST CENTRE	353.86
	PST TOTAL	0.00
	SUB-TOTAL	353.86
	GST TOTAL	0.00
	HST TOTAL	46.00
	<b>TOTAL</b>	<b>399.86</b>
YEAR-TO-DATE TOTAL		891.16