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

COST CENTRE BILLING REPORT

REQUISITION REPORT - SUMMARY

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

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
					TOTAL CHARGES THIS PERIOD		1,713.19
					TOTAL CREDITS THIS PERIOD		0.00
					PAYMENT OF THIS AMOUNT DUE 10-30-2025		1,713.19



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REQUISITION REPORT

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. 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 pose - 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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	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
TOTAL THIS ORDER	187.38

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
TOTAL THIS ORDER	50.36

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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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

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	QTY	QTY	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
ORD	SHIP	B/O				P.O.#		G&T ORDER NO		
REQ NO.	G7513		DATE	09/09/2025	ATTENTION Bruce McNally					
15	15	0	PK	99630	COPY PAPER 11X17 WH 20LB STOCK Grand & Toy Premium Copy Paper abloid - 17" (431.80 mm) x 11" m ² 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	QTY	QTY	U/M	PRODUCT NO.	DESCRIPTION	REGULAR	DISCOUNT	NET	AMOUNT	TX
ORD	SHIP	B/O				P.O.#		G&T ORDER NO		
REQ NO.	G7518		DATE	09/16/2025	ATTENTION Bruce McNally					
65	65	0	PK	99630	COPY PAPER 11X17 WH 20LB STOCK Grand & Toy Premium Copy Paper abloid - 17" (431.80 mm) x 11" m ² 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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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	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
TOTAL THIS ORDER	399.86

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
	TOTAL	399.86
YEAR-TO-DATE TOTAL		891.16