

|                 |             |                            |                |
|-----------------|-------------|----------------------------|----------------|
| Name            | Employee ID | Department                 | Supervisor     |
| Nathan Reynolds | 0443363     | Administrative Services/Bu | Vice President |

Purchase Requisition # 33894

Purchase Order # 33325

## Vendor Information

Sample Form and Instructions (<https://www.montgomery.edu/1066-2/>)

|        |           |
|--------|-----------|
| Vendor | Vendor ID |
| Amazon | 467458    |

|         |              |
|---------|--------------|
| Contact | Phone Number |
|         |              |

|         |
|---------|
| Address |
|         |

|         |       |     |
|---------|-------|-----|
| City    | State | Zip |
| Seattle | WA    |     |

## Requestor Information

|              |             |               |
|--------------|-------------|---------------|
| Requested By | Date Issued | Date Required |
| Josh Thaxton | 08/12/2025  | 08/19/2025    |

Do any of the items on this requisition include the following?

- Software
- Computer (desktop or laptop)
- Printer
- Tablet
- Projector
- Television/Interactive Panel or other display/presentation equipment
- Equipment needing wireless or wired network access

☒ Yes ☐ No

| Line #      | Qty | U/M | Cost     | Commodity Code | Total     |
|-------------|-----|-----|----------|----------------|-----------|
| 1           | 2   | ea  | \$ 94.99 | 60042          | \$ 189.98 |
| Description |     |     |          |                |           |

711 711XL Ink Cartridge Set 80-ML Replacement for HP DesignJet 711XL T530  
T525 T520 T130 T125 T120 T100 Printer Ink (CZ133A CZ130A CZ135A CZ132A,  
4-Pack)

<https://www.amazon.com/711-Cartridge-Replacement-DesignJet->

|   |  |                 |    |        |
|---|--|-----------------|----|--------|
| + |  | Line Item Total | \$ | 189.98 |
|---|--|-----------------|----|--------|

| GL Account Number | Line # | Amount |
|-------------------|--------|--------|
|-------------------|--------|--------|

|                        |   |           |
|------------------------|---|-----------|
| 11-220-20-526000-22229 | 1 | \$ 189.98 |
|------------------------|---|-----------|

|   |                |           |
|---|----------------|-----------|
| + | Accounts Total | \$ 189.98 |
|---|----------------|-----------|

|          |    |        |
|----------|----|--------|
| Shipping | \$ | -25.99 |
|----------|----|--------|

|     |    |       |
|-----|----|-------|
| Tax | \$ | 18.95 |
|-----|----|-------|

|       |    |        |
|-------|----|--------|
| Total | \$ | 182.94 |
|-------|----|--------|

#### Explanation

Forestry Maps Printer - Toshiba does not cover that ink on contract. Josh Thaxton has email confirming

#### Vendor Notes

GL Code Forestry

#### Comments

NR: Looked through FSI & other Catalogs for Toner but could not find only on Amazon.

User>Supervisor>Dean>VP>VP Administrative Services>Purchasing Admin>Accounts Payable Admin>Archive

# Package History

| Date                  | User                       | Action   |
|-----------------------|----------------------------|--|
| 8/12/2025 9:29:57 AM  | Nathan Reynolds            | Submitted 'Purchase Requisition'                               |
| 8/12/2025 9:30:05 AM  | VP Administrative Services | Received   |
| 8/12/2025 10:02:16 AM | Jeanette McBride           | Decision Approved on step 'VP Of Department Conditional Actor' |
| 8/12/2025 10:03:08 AM | BO Controller              | Received   |
| 8/12/2025 11:11:37 AM | Dustin Caviness            | Decision Approved on step 'BO Controller'                      |
| 8/12/2025 11:12:21 AM | VP Administrative Services | Received   |
| 8/12/2025 4:30:50 PM  | Jeanette McBride           | Decision Approved on step 'VP Admin'                           |
| 8/12/2025 4:31:22 PM  | Dean ITDIV                 | Received   |
| 8/12/2025 4:58:31 PM  | Cody Starling              | Decision Approved on step 'Dean ITDIV'                         |
| 8/12/2025 4:58:46 PM  | PCTech                     | Received   |
| 8/13/2025 7:16:53 AM  | Josh Thaxton               | Decision Approved on step 'PCTech'                             |
| 8/13/2025 7:17:21 AM  | Purchasing Admin           | Received   |
| 8/18/2025 9:36:31 AM  | Nathan Reynolds            | Added attachment 'Capture.JPG'                                 |
| 8/18/2025 9:37:25 AM  | Nathan Reynolds            | Decision Approved on step 'Purchasing Admin'                   |
| 8/18/2025 9:37:29 AM  | Accounts Payable Admin     | Received   |