MONTGOMERY

Purchase Requisition

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

Purchase Requisition # 33817

Purchase Order # 33249

Vendor Information

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

Vendor: FSI Office

Vendor ID: EP

Contact: Jackie Amos

Phone Number: 704-598-8971 EXT: 2258

Address: 6410 Orr Rd

City	State	Zip
Charlotte	NC	28213

Requestor Information

Requested By	Date Issued	Date Required
Nathan Reynolds	07/21/2025	07/28/2025

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	10	ea	$ 1.44	BSN36552	$ 14.40

Description

Business Source Fold-back Binder Clips
Item #: BSN36552

2	5	ea	$ 3.71	BSN65368	$ 18.55

Description
Business Source Binder Clips
Item #: BSN65368

3	30	ea	$ 0.17	BSN36550	$ 5.10

Description
Business Source Fold-back Binder Clips
Item #: BSN36550

4	30	ea	$ 0.19	BSN65364	$ 5.70

Description
Business Source Fold-back Binder Clips
Item #: BSN65364

5	6	ea	$ 27.75	LOG920002ε	$ 166.50

Description
Logitech MK320 2.4 GHz Wireless Desktop Set
Item #: LOG920002836

6	5	ea	$ 3.95	BICWOECG	$ 19.75

Description
BIC Wite-Out EZ CORRECT Grip Correction Tape
Item #: BICWOECGP21

7	1	ea	$ 25.70	SAN192094(	$ 25.70

Description
Expo Dry Erase Markers
Item #: SAN1920940A

8	1	ea	$ 25.70	SAN192106:	$ 25.70

Description

Expo Dry Erase Markers
Item #: SAN1921061A

9	6	ea	$	1.64	SAN81505	$	9.84

Description

Expo Marker Board Eraser
Item #: SAN81505

10	2	ea	$	14.81	SAN32701	$	29.62

Description

Sharpie Retractable Permanent Marker
Item #: SAN32701

11	3	ea	$	10.05	MMMR330R	$	30.15

Description

Post-it® Greener Dispenser Notes - Sweet Sprinkles Color Collection
Item #: MMMR330RP12AP

12	3	ea	$	10.06	MMM65414/	$	30.18

Description

Post-it® Notes - Floral Fantasy Color Collection
Item #: MMM65414AU

13	5	ea	$	5.37	MMMDS330	$	26.85

Description

Post-it® Note Dispenser
Item #: MMMDS330BK

14	3	ea	$	8.51	MMM654YW	$	25.53

Description

Post-it® Notes Original Notepads
Item #: MMM654YW

15	5	ea	$	7.66	AVE5871	$	38.30

Description

Avery® Clean Edge Business Cards
Item #: AVE5871

16	1	ea	$ 31.77	MMM810K2‹	$ 31.77

Description

Scotch 3/4"W Magic Tape
Item #: MMM810K24

17	48	ea	$ 0.50	BSN32952	$ 24.00

Description

Business Source Invisible Tape Dispenser Refill Roll
Item #: BSN32952

18	6	ea	$ 11.99	WAU91904	$ 71.94

Description

Neenah Bright White Cardstock
Item #: WAU91904

19	3	ea	$ 9.11	TOP75113	$ 27.33

Description

TOPS American Pride Writing Tablets
Item #: TOP75113

20	5	ea	$ 11.67	AVE5266	$ 58.35

Description

Avery TrueBlock File Folder Labels
Item #: AVE5266

21	3	ea	$ 9.44	PIL31020	$ 28.32

Description

Pilot G2 Retractable Gel Ink Rollerball Pens
Item #: PIL31020

Black
.7mm

22	3	ea	$ 9.44	PIL31025	$ 28.32

Description

Pilot G2 Retractable Gel Ink Rollerball Pens
Item #: PIL31025

Green
.7mm

23	3	ea	$	9.37	UBC33951	$	28.11

Description

uniball™ 207 Gel Pen
Item #: UBC33951

Blue
.7mm

24	24	ea	$	1.14	PENBL77A	$	27.36

Description

EnerGel EnerGel RTX Liquid Gel Pen
Item #: PENBL77A

Black
.7mm

25	24	EA	$	1.06	PENBLN75A	$	25.44

Description

EnerGel EnerGel RTX Liquid Gel Pen
Item #: PENBLN75A

Black
.5mm

26	24	ea	$	1.11	PENBL77D	$	26.64

Description

EnerGel EnerGel RTX Liquid Gel Pen
Item #: PENBL77D

Green
.7mm

27	24	ea	$	1.10	PENBLN77V	$	26.40

Description

EnerGel EnerGel RTX Liquid Gel Pen
Item #: PENBLN77V

Purple
.7mm

28	5	ea	$	1.11	BSN81001	$	5.55

Description

Business Source 1/2" Head Push Pins
Item #: BSN81001

29	3	ea	$	21.00	AVE5160	$	63.00

Description

Avery Easy Peel® Address Labels with Sure Feed™ Technology
Item #: AVE5160

+

Line Item Total $ 944.40

GL Account Number	Line #	Amount
11-130-97-526000-40300	1-29	$ 944.40

+

Accounts Total $ 944.40

Shipping $ 0.00

Tax $ 66.11

Total $ 1010.51

Explanation

Purchasing Restock - 2025/2026 School Year

Vendor Notes

PR12916302

Comments

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

Package History

Date	User	Action
7/21/2025 3:03:37 PM	Nathan Reynolds	Submitted 'Purchase Requisition'
7/21/2025 3:03:40 PM	VP Administrative Services	Received
7/21/2025 4:11:21 PM	Jeanette McBride	Decision Approved on step 'VP Of Department Conditional Actor'
7/21/2025 4:12:16 PM	BO Controller	Received
7/21/2025 5:11:52 PM	Dustin Caviness	Decision Approved on step 'BO Controller'
7/21/2025 5:12:52 PM	VP Administrative Services	Received
7/21/2025 6:46:57 PM	Jeanette McBride	Decision Approved on step 'VP Admin'
7/21/2025 6:47:56 PM	Purchasing Admin	Received
7/28/2025 9:12:33 AM	Nathan Reynolds	Decision Approved on step 'Purchasing Admin'
7/28/2025 9:12:43 AM	Accounts Payable Admin	Received
8/20/2025 10:34:12 AM	Crystal Burr	Decision Approved on step 'Accounts Payable Admin'
8/20/2025 10:34:42 AM		Workflow Ended