Fiscal	Supplier Name	Invoice No	Amount	Toner
13-14	Queens Printers	2014321144719310.00	158	Y
13-14	Queens Printers	2014321144719310.00	206.72	y
13-14	Queens Printers	201422115057850.00	734.61	Y
13-14	Queens Printers	201413115248421.00	634.82	Y
13-14	Queens Printers	2014124144242310.00	366.52	Y
13-14	Queens Printers	2014124145951750.00	778.28	Y
13-14	Queens Printers	201411015173035.00	1418.34	Y
14-15	Journal Voucher	PCARD8989KUJ03DEC14	354.4	Y
14-15	Queens Printers	20141027113730200.00	778.28	Y
14-15	Queens Printers	201410141143971.00	525.46	Y
14-15	Queens Printers	201498141522171.00	139.47	Y
14-15	Queens Printers	201495145714830.00	161.09	Y
14-15	Queens Printers	201482914254262.00	640.99	Y
14-15	Queens Printers	201471814331466.00	315.99	Y
14-15	Queens Printers	201471814331466.00	158	Y
14-15	Queens Printers	201463091639103.00	418.42	Y
14-15	Queens Printers	201463091639103.00	941.25	Y
14-15	Queens Printers	201462683611519.00	1001.34	Y
14-15	Journal Voucher	PCARD8989KUJ03JUN14	141.71	Y
14-15	Journal Voucher	PCARD8989KUJ03MAY14	171.54	Y
14-15	Queens Printers	2014425141950280.00	438.93	Y
14-15	Queens Printers	2014411153110920.00	320.5	Y

BRITISH COLUMBIA

Tech, Inr tion & Citizens' Svcs
Queen's (..;ter
Distribution Centre - Victoria
(250)387-3309

L- OPR

Inter-Ministry Chargeback Advice

Document Number: 93223270
Date: 26-Mar-2014

Sales Order/PO No.: 2014321144719312 ✓

Customer Ref./PO Date: 21-Mar-2014

Delivery Number: 82697274 ✓
Date: 26-Mar-2014

Order Number: 32590383
Date: 21-Mar-2014

Customer Number/2nd Reference No.: 116607 /

Originator/Telephone: Leila Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1 EA	147.66 /EA	147.66	P

Subtotal				147.66
PST	7.000	%	147.66	10.34
Total (CAD)				158.00 ✓ UR

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 03/28/2014 05:43:52

BRITISH COLUMBIA

Tech, Innovation & Citizens` Svcs
Queen's Prin'
Distribution Centre - Victoria
250-952-4460 OR 1-800-282-7955

OPR

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82697274
Customer Ref./PO No.
2014321144719312
Customer Ref./PO Date
2014/03/21
Order No./Date
32590383 / 2014/03/21
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/03/26 / Leila Kujanpaa

Page 1 of ... 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: BC Mail Plus

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
	2014 Dated products are in stock now!! order soon to ensure the best selection.					
0010	6850001211 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3600/3800 SERIES, BLACK, YIELD 6000, Q6470A	1	1	0	0	147.66
0020	6850001213 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, YELLOW, YIELD 6000, Q7582A Proposed delivery schedule for this material as follows: Date: 2014/03/28 Quantity: 1	1	0	0	1	193.20

Kujanpaa, Leila GCPE:EX

From: qp.order@gov.bc.ca
Sent: March-21-14 3:04 PM
To: Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: Order from QP 2014321144719312

RE: Order from QP 2014321144719312
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032590383 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 2014321144719312

Order date: 03/21/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1	147.66	147.66
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1	193.20	193.20

==============

TOTAL EXCLUDING HST/SHIPPING $********340.86
TOTAL TAX (if applicable) $********23.86
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********364.72

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

OPR

2014321144611980

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	whiteboard cleaner	6	6850005002	$ 2.71	$ 16.26
Office Products	toner C7582A - Dawn	1	6850001213	$ 193.20	$ 193.20
Office Products	toner C6470A - Dawn	1	6850001211	$ 147.66	$ 147.66
Office Products	highlighter - yellow jumbo	10	7520481022	$ 0.98	$ 9.80
Office Products	composition books	10	7530013001	$ 4.75	$ 47.50
Office Products	steno pads	10	7530011001	$ 0.89	$ 8.90
Office Products	white letter note pad ruled	10	7530561004	$ 1.05	$ 10.50
Office Products	3 X 3" highland post-it	2	7510481002	$ 5.85	$ 11.70
Office Products	2 X 1 1/2" highland post-it	3	7510481001	$ 2.75	$ 8.25
Office Products	3 X 5" highland post-it	24	7510481010	$ 0.87	$ 20.88
Office Products	scissors	6	5110011002	$ 3.50	$ 21.00
Office Products	Uniball signo pens for Tiffany	6	7520603260	$ 1.55	$ 9.30
Office Products	letter opener - Abbie	1	7520367025	$ 1.25	$ 1.25
				Total	**$ 506.20**
Shared Services	3 - black toner SS, NS, REC				
Shared Services	3 - yellow toner - NS, 2 REC				
Shared Services	1 - cyan toner NS				
Shared Services	2 - magenta, 1 - REC, 1 NS				

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	March-21-14 11:07 AM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Last order for fiscal year
Attachments:	Mar 21.xls

Please proceed once Denise approves.
Please also proceed with the Shared Services toner orders.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: March-21-14 9:13 AM
To: GCPE Purchasing GCPE:EX
Subject: Last order for fiscal year

Hi Tracey,

Please find attached my last order for this fiscal.

Thank you!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

Kujanpaa, Leila GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	March-21-14 11:17 AM
To:	Doidge, Tracey GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: March-21-14 11:07 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: March 21, 2014

GCPE Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HQ	whiteboard cleaner	6	$2.71	each	$16.26	
HQ - Dawn	toner for printer - yellow	1	$193.20	each	$193.20	
HQ - Dawn	toner for printer - black	1	$147.66	each	$147.66	
HQ	highlighters - yellow jumbo	10	$0.98	each	$9.80	
HQ	composition books	10	$4.75	each	$47.50	
HQ	steno pads	10	$0.89	each	$8.90	
HQ	note pad - ruled white	10	$1.05	each	$10.50	
HQ	post-it notes - 3 x 3	2	$5.85	12 pad/pkg	$11.70	
HQ	post-it notes - 2 x 1.5	3	$2.75	12 pad/pkg	$8.25	
HQ	post-it notes - 3 x 5	24	$0.87	each	$20.88	
HQ	scissors	6	$3.50	each	$21.00	
HQ	pens - uniball signo	6	$1.55	each	$9.30	
HQ - Abbie	letter opener	1	$1.25	each	$1.25	
HQ - Events	panel hangers to hang calendar	1	$15.00	/set	$15.00	
CFD	laminating pouches	2	$4.09	25/pkg	$8.18	
CFD	paper 8.5 x 11	10	$4.61	each	$46.10	
CFD	pens - retractable flexgrip - black	1	$14.78	12/pkg	$14.78	
CFD	pens - retractable flexgrip - blue	1	$14.87	12/pkg	$14.87	
CFD	highlighters - yellow	12	$0.55	each	$6.60	
CFD	highlighters - green	12	$0.55	each	$6.60	
CFD	highlighters - pink	12	$0.55	each	$6.60	
Total All GCPE					$624.93	

BRITISH COLUMBIA

Tech, In ation & Citizens' Svcs — OPR
Queen's . .inter
Distribution Centre - Victoria
(250)387-3309

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number: 93224299 | Date: 27-Mar-2014

Sales Order/PO No.: 2014321144719312

Customer Ref./PO Date: 21-Mar-2014

Delivery Number: 82698559 | Date: 28-Mar-2014

Order Number: 32590383 | Date: 21-Mar-2014

Customer Number/2nd Reference No.: 116607 /

Originator/Telephone: Leila Kujanpaa / 250 387-2526

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1 EA	193.20 /EA	193.20	P

Subtotal			193.20
PST	7.000 %	193.20	13.52
Total (CAD)			206.72

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 03/28/2014 05:43:54

BRITISH COLUMBIA

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Queen's Prin
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List (BACKORDER)

Delivery Number
82698559

Customer Ref./PO No.
2014321144719312

Customer Ref./PO Date
2014/03/21

Order No./Date
32590383 / 2014/03/21

Customer No./2nd Reference No.
116607

Goods Issue Date / Originated By
2014/03/27 / Leila Kujanpaa

Page 1 of 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: BC Mail Plus

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0020	6850001213 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, YELLOW, YIELD 6000, Q7582A	1	1	0	0	193.20

✓ OPR

Kujanpaa, Leila GCPE:EX

From: qp.order@gov.bc.ca
Sent: March-21-14 3:04 PM
To: Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: Order from QP 2014321144719312

RE: Order from QP 2014321144719312 ✓
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032590383 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 2014321144719312

Order date: 03/21/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1	147.66	147.66
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1	193.20	193.20

===============
TOTAL EXCLUDING HST/SHIPPING $********340.86
TOTAL TAX (if applicable) $********23.86
TOTAL SHIPPING (if applicable) $********0.00
===============
GRAND TOTAL $********364.72 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

OPR

20143211446911980

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	whiteboard cleaner	6	6850005002	$ 2.71	$ 16.26
Office Products	toner C7582A - Dawn	1	6850001213	$ 193.20	$ 193.20
Office Products	toner C6470A - Dawn	1	6850001211	$ 147.66	$ 147.66
Office Products	highlighter - yellow jumbo	10	7520481022	$ 0.98	$ 9.80
Office Products	composition books	10	7530013001	$ 4.75	$ 47.50
Office Products	steno pads	10	7530011001	$ 0.89	$ 8.90
Office Products	white letter note pad ruled	10	7530561004	$ 1.05	$ 10.50
Office Products	3 X 3" highland post-it	2	7510481002	$ 5.85	$ 11.70
Office Products	2 X 1 1/2" highland post-it	3	7510481001	$ 2.75	$ 8.25
Office Products	3 X 5" highland post-it	24	7510481010	$ 0.87	$ 20.88
Office Products	scissors	6	5110011002	$ 3.50	$ 21.00
Office Products	Uniball signo pens for Tiffany	6	7520603260	$ 1.55	$ 9.30
Office Products	letter opener - Abbie	1	7520367025	$ 1.25	$ 1.25
				Total	**$ 506.20**
Shared Services	3 - black toner SS, NS, REC				
Shared Services	3 - yellow toner - NS, 2 REC				
Shared Services	1 - cyan toner NS				
Shared Services	2 - magenta, 1 - REC, 1 NS				

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	March-21-14 11:07 AM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Last order for fiscal year
Attachments:	Mar 21.xls

Please proceed once Denise approves.
Please also proceed with the Shared Services toner orders.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: March-21-14 9:13 AM
To: GCPE Purchasing GCPE:EX
Subject: Last order for fiscal year

Hi Tracey,

Please find attached my last order for this fiscal.

Thank you!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

Kujanpaa, Leila GCPE:EX

From: Champion, Denise GCPE:EX
Sent: March-21-14 11:17 AM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: March-21-14 11:07 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: March 21, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HQ	whiteboard cleaner	6	$2.71	each	$16.26	
HQ - Dawn	toner for printer - yellow	1	$193.20	each	$193.20	
HQ - Dawn	toner for printer - black	1	$147.66	each	$147.66	
HQ	highlighters - yellow jumbo	10	$0.98	each	$9.80	
HQ	composition books	10	$4.75	each	$47.50	
HQ	steno pads	10	$0.89	each	$8.90	
HQ	note pad - ruled white	10	$1.05	each	$10.50	
HQ	post-it notes - 3 x 3	2	$5.85	12 pad/pkg	$11.70	
HQ	post-it notes - 2 x 1.5	3	$2.75	12 pad/pkg	$8.25	
HQ	post-it notes - 3 x 5	24	$0.87	each	$20.88	
HQ	scissors	6	$3.50	each	$21.00	
HQ	pens - uniball signo	6	$1.55	each	$9.30	
HQ - Abbie	letter opener	1	$1.25	each	$1.25	
HQ - Events	panel hangers to hang calendar	1	$15.00	/set	$15.00	
CFD	laminating pouches	2	$4.09	25/pkg	$8.18	
CFD	paper 8.5 x 11	10	$4.61	each	$46.10	
CFD	pens - retractable flexgrip - black	1	$14.78	12/pkg	$14.78	
CFD	pens - retractable flexgrip - blue	1	$14.87	12/pkg	$14.87	
CFD	highlighters - yellow	12	$0.55	each	$6.60	
CFD	highlighters - green	12	$0.55	each	$6.60	
CFD	highlighters - pink	12	$0.55	each	$6.60	
Total All GCPE					$624.93	

BRITISH COLUMBIA

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Queen's ·ıter
Distribution Centre - Victoria
(250)387-3309

OPR

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number 93204700 Date 24-Feb-2014

Sales Order/PO No. 201422115057850

Customer Ref./PO Date 21-Feb-2014

Delivery Number 82684441 Date 26-Feb-2014

Order Number 32574093 Date 21-Feb-2014

Customer Number/2nd Reference No. 116607 /

Originator/Telephone Leila Kujanpaa / 250 387-2526

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001300	TONER CARTRIDGE, LEXMARK E260	3 EA	130.35 /EA	391.05	P
6850001259	TONER CARTRIDGE, LEXMARK, E250D	3 EA	98.50 /EA	295.50	P

Subtotal			686.55
PST	7.000 %	686.55	48.06
Total (CAD)			734.61

VK

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 02/27/2014 05:42:10

BRITISH COLUMBIA

Tech, Innovation & Citizens` Svcs
Queen's Prir
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

OPR

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82684441
Customer Ref./PO No.
201422115057850
Customer Ref./PO Date
2014/02/21
Order No./Date
32574093 / 2014/02/21
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/02/24 / Leila Kujanpaa

Page 1 of 1

Ship To : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

RECEIVED
FEB 25 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 2
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
2014 Dated products are in stock now!! order soon to ensure the best selection.						
0010	6850001300 TONER CARTRIDGE, LEXMARK, E260/E36X/E46X, BLACK, YIELD 3500, E260A11A	3	3	0	0	130.35
0020	6850001259 TONER CARTRIDGE, LEXMARK, BLACK, E250D/E350D/E352D/E352DN, YIELD 3500, E250A11A	3	3	0	0	98.50

Customer Quality Assurance Slip

Thank you for your order. Your satisfaction is goal one for us. Your order was picked and packed with PRIDE by Distribution Centre Victoria inventory staff:

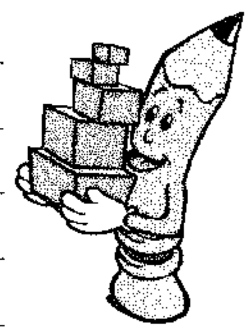
Carousel 1: ______ ______________

Carousel 2: ______ ______________

Bulk Pick by: ______________

Packed by: 69 ______________

Shipped by: 9 ______________



If there is something further we can do to help you, please contact our customer service staff at 250 952-4460 (8:30AM to 4:00PM weekdays) or by e-mail at CustomerSer@gov.bc.ca.

After hours voice messages and emails will be immediately returned on the following work day.

✓ OPR

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	February-21-14 3:04 PM
To:	Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201422115057850

RE: Order from QP 201422115057850 ✓
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032574093 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201422115057850

Order date: 02/21/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001300	TONER CARTRIDGE, LEXMARK E260	3	130.35	391.05
6850001259	TONER CARTRIDGE, LEXMARK, E250D	3	98.50	295.50

===============

TOTAL EXCLUDING HST/SHIPPING $********686.55
TOTAL TAX (if applicable) $********48.06
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********734.61 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201422115057850 - accepted

OPR

Kujanpaa, Leila GCPE:EX 201422115057850

From:	Stewart, Dawn M GCPE:EX
Sent:	February-21-14 2:51 PM
To:	Doidge, Tracey GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	RE: Approval Required - Office Supply Requests

Approved.

Thanks

From: Doidge, Tracey GCPE:EX
Sent: February-21-14 2:50 PM
To: Stewart, Dawn M GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Dawn,

s.22

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thanks,
Tracey

Attachment

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	February-21-14 2:51 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: printer cartridges for Mary

Please proceed with 3 cartridges once Dawn approves.

Thanks,
Tracey

From: Meier, Kristi GCPE:EX
Sent: February-21-14 12:08 PM
To: GCPE Purchasing GCPE:EX
Subject: RE: printer cartridges for Mary

3 is fine for now. Lianna was the one to say, just order 6 ☺

From: GCPE Purchasing GCPE:EX
Sent: February-21-14 12:07 PM
To: Meier, Kristi GCPE:EX
Subject: RE: printer cartridges for Mary

Hi Kristi,

Just doing the orders... confirming you want 6 cartridges. Wondering if we ordered 3 for now; or perhaps Mary goes through them quickly?

Let me know.

Thanks,
Tracey

From: Meier, Kristi GCPE:EX
Sent: February-19-14 10:34 AM
To: GCPE Purchasing GCPE:EX
Subject: RE: printer cartridges for Mary

Not a rush

Thanks
Kristi

From: GCPE Purchasing GCPE:EX
Sent: February-19-14 10:34 AM
To: Meier, Kristi GCPE:EX
Subject: FW: printer cartridges for Mary

Hi Kristi,

Are these a rush, or can they wait until Friday's order. You will receive mid to late next week.

Thanks,
Tracey

From: GCPE Purchasing GCPE:EX
Sent: February-19-14 10:32 AM
To: GCPE Purchasing GCPE:EX
Subject: FW: printer cartridges for Mary

$115.26 each
#6850004118

From: Meier, Kristi GCPE:EX
Sent: February-19-14 9:17 AM
To: GCPE Purchasing GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: printer cartridges for Mary

Could I please get six Lexmark E250A11A print cartridges?

Thanks
Kristi

Kristi Meier BA| Communications Coordinator | Advertising and Marketing Services| Government Communications and Public Engagement| Phone: 250.387.3957| Fax: 250.387.1435 Please consider the environment before printing this email

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	E260A11A Lexmark toner - Execs.	6	6850001300	$ 130.35	$ 782.10
Office Products	ruled letter pad - canary	10	7530561002	$ 1.05	$ 10.50
Office Products	yellow highland 3 X 3"	3	7510481002	$ 5.85	$ 17.55
Office Products	4 X 6 ruled highland	24	7510481011	$ 1.60	$ 38.40
Office Products	tape refill	48	7510762003	$ 1.67	$ 80.16
Office Products	5 X 8 lined canary	20	7530561006	$ 1.00	$ 20.00
Office Products	highlighter green pen	12	7520481002	$ 0.55	$ 6.60
Office Products	highlighter jumbo orange	10	7520481023	$ 0.98	$ 9.80
				Total	**$ 965.11**

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	February-21-14 2:55 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: This weeks order for OPR
Attachments:	Feb 21.xls

Please proceed as per Dawn's approval.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: February-20-14 11:49 AM
To: GCPE Purchasing GCPE:EX
Subject: FW: This weeks order for OPR

Alas!! It would help if I attached the spreadsheet!

From: Kujanpaa, Leila GCPE:EX
Sent: February-20-14 11:45 AM
To: GCPE Purchasing GCPE:EX
Subject: This weeks order for OPR

Hi Tracey,

Please find attached the order for this week. Other than the toner Lianna has requested for the executives, the supply room seems to have shrunk in supplies.

Thank you!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

Please consider the environment before printing this email.

-OPR

BRITISH COLUMBIA

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Queen's nter
Distribution Centre - Victoria
(250)387-3309

RECEIVED
FEB - 7 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number 93193042 — Date 04-Feb-2014
Sales Order/PO No. 201413115248421
Customer Ref./PO Date 31-Jan-2014
Delivery Number 82676551 — Date 06-Feb-2014
Order Number 32562413 — Date 31-Jan-2014
Customer Number/2nd Reference No. 116607 /
Originator/Telephone Leila Kujanpaa / 250 387-2526

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001106	TONER CARTRIDGE, HP, CYAN, C9731A	1 EA	342.54 /EA	342.54	P
6850001105	TONER CARTRIDGE, HP, BLACK, C9730A	1 EA	250.75 /EA	250.75	P

Subtotal			593.29
PST	7.000 %	593.29	41.53
Total (CAD)			634.82 ✓LK

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 02/07/2014 05:42:04

BRITISH COLUMBIA

Tech, Innovation & Citizens` Svcs
Queen's Prir
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

OPR

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82676551

Customer Ref./PO No.
201413115248421

Customer Ref./PO Date
2014/01/31

Order No./Date
32562413 / 2014/01/31

Customer No./2nd Reference No.
116607

Goods Issue Date / Originated By
2014/02/04 / Leila Kujanpaa

Page 1 of 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
2014 Dated products are in stock now!! order soon to ensure the best selection.						
0010	6850001106 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, CYAN, YIELD 12000, C9731A	1	1	0	0	342.54
0020	6850001105 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, BLACK, YIELD 13000, C9730A	1	1	0	0	250.75

<u>Customer Quality Assurance Slip</u>

Thank you for your order. Your satisfaction is goal one for us. Your order was picked and packed with PRIDE by Distribution Centre Victoria inventory staff:

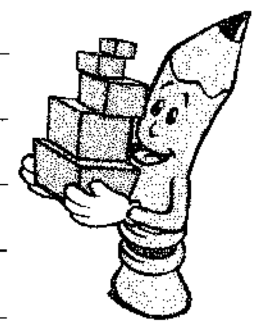
Carousel 1: ____________

Carousel 2: 27

Bulk Pick by: ____________

Packed by: 27

Shipped by: 9



If there is something further we can do to help you, please contact our customer service staff at 250 952-4460 (8:30AM to 4:00PM weekdays) or by e-mail at CustomerSer@gov.bc.ca.

After hours voice messages and emails will be immediately returned on the following work day.

OPR

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	January-31-14 3:34 PM
To:	Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201413115248421

RE: Order from QP 201413115248421
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032562413 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201413115248421

Order date: 01/31/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001106	TONER CARTRIDGE, HP, CYAN, C9731A	1	342.54	342.54
6850001105	TONER CARTRIDGE, HP, BLACK, C9730A	1	250.75	250.75

===============

TOTAL EXCLUDING HST/SHIPPING $********593.29
TOTAL TAX (if applicable) $********41.53
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********634.82

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201413115248421 - accepted

OPR

~~2014131152253724~~
201413115248421

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	black toner - C9730A -Graphics	1	6850001105	$ 250.75	$ 250.75
Office Products	cyan toner - C9731A - Graphics	1	6850001106	$ 342.54	$ 342.54
Office Products	post-it flags - red	6	7510484002	$ 2.85	$ 17.10
Office Products	post-it flags - green	6	7510484003	$ 2.85	$ 17.10
Office Products	post-it flags - yellow	6	7510484004	$ 2.85	$ 17.10
Office Products	post-it flags - blue	6	7510484001	$ 2.85	$ 17.10
Office Products	post-it flags - orange	6	7510484005	$ 2.85	$ 17.10
Office Products	jumbo highlighters - yellow	10	7520481022	$ 0.98	$ 9.80
Office Products	jumbo highlighters - green	10	7520481021	$ 0.98	$ 9.80
Office Products	composition books	10	7530013001	$ 4.75	$ 47.50
Office Products	black sharpie pens	48	7520483080	$ 0.79	$ 37.92
Office Products	blue papermate pens	4	7520601050	$ 9.92	$ 39.68
Monk Office	9/16" paper clamps	4	12004-00	$ 0.80	$ 3.20
Shared Services	black toner (1 - N Supply; 2 - S	3			
				Total	$ 826.69

TONER ONLY

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: January-31-14 12:31 PM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: OPR Supplies
Attachments: jan 31.xls

Please proceed once Denise approves.
Please proceed with the MFD toners as well.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: January-30-14 10:18 AM
To: GCPE Purchasing GCPE:EX
Subject: OPR Supplies

Good morning Tracey,

Please find attached the supply order for this week. I have included some clips from Monk Office, they aren't a rush, and I can wait until there is another order that will come from Monk Office and add it.

Thank you!!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

GCPE's Office Supply Requests
Week Ending: January 31, 2014

GCPE Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CFD	record books - hardcover black	5	$6.50	each	$32.50	
HLTH	pens - uniball vision red	5	$2.06	each	$10.30	
HLTH	pens - uniball vision black	5	$2.06	each	$10.30	
HLTH	pens - uniball vision purple	5	$2.06	each	$10.30	
HLTH	whiteboard marker set	1	$4.95	each	$4.95	
HQ	post-it flags - red	6	$2.85	each	$17.10	
HQ	post-it flags - green	6	$2.85	each	$17.10	
HQ	post-it flags - yellow	6	$2.85	each	$17.10	
HQ	post-it flags - blue	6	$2.85	each	$17.10	
HQ	post-it flags - orange	6	$2.85	each	$17.10	
HQ	highlighters - jumbo yellow	10	$0.98	each	$9.80	
HQ	highlighters - jumbo green	10	$0.98	each	$9.80	
HQ	books - composition	10	$4.75	each	$47.50	
HQ	pens - sharpie black	4	$9.48	12/box	$37.92	
HQ	pens - papermate blue	4	$9.92	12/box	$39.68	
HQ	paper clamps - 9/16"	4	$0.80	/box	$3.20	
HQ-Graphics	toner - black	1	$250.75	each	$250.75	
HQ-Graphics	toner - cyan	1	$342.54	each	$342.54	
Total All GCPE Offices					$895.04	

Kujanpaa, Leila GCPE:EX

From: Champion, Denise GCPE:EX
Sent: January-31-14 3:14 PM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: January-31-14 12:30 PM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

BRITISH COLUMBIA

Tech, Inr ıtion & Citizens' Svcs
Queen's , ıter
Distribution Centre - Victoria
(250)387-3309

OPR

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number 93189227 — Date 28-Jan-2014
Sales Order/PO No. 20141241442423 19
Customer Ref./PO Date 24-Jan-2014
Delivery Number 82672763 — Date 29-Jan-2014
Order Number 32559185 — Date 24-Jan-2014
Customer Number/2nd Reference No. 116607 /
Originator/Telephone Alexandra Bata / 250 387-0082

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001107	TONER CARTRIDGE, HP, YELLOW, C9732A	1 EA	342.54 /EA	342.54	P

Subtotal				342.54
PST	7.000 %		342.54	23.98
Total (CAD)				366.52

UK

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8316

Printed: 01/31/2014 05:42:42

BRITISH COLUMBIA

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Queen's Prin
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82672763 ✓
Customer Ref./PO No.
2014124144242319 ✓
Customer Ref./PO Date
2014/01/24
Order No./Date
32559185 / 2014/01/24
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/01/28 / Alexandra Bata

Page 1 of 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
2014 Dated products are in stock now!! order soon to ensure the best selection.						
0010	6850001107 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, YELLOW, YIELD 12000, C9732A	1	1	0	0	342.54

OPR

Bata, Alex I GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	January-24-14 3:05 PM
To:	Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 2014124144242319

RE: Order from QP 2014124144242319
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032559185 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 2014124144242319

Order date: 01/24/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001107	TONER CARTRIDGE, HP, YELLOW, C9732A	1	342.54	342.54

===============

TOTAL EXCLUDING HST/SHIPPING $********342.54
TOTAL TAX (if applicable) $********23.98
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********366.52

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 2014124144242319 - accepted

BRITISH COLUMBIA

Tech, Innovatioı Citizens` Svcs
Queen's Printer
Distribution Centre - Victoria
1 800 282 7955

Sold To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
VICTORIA BC V8W 9V1

Standard Order

Document Number
32559185

Order Date
2014/01/24

Customer Ref./PO No.
2014124144242319

Customer Ref./PO Date
2014/01/24

Cust. No./2nd Reference No.
116607

*

Page 1 of 1

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity		Price/Unit	Value
0010	6850001107 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, YELLOW, YIELD 12000, C9732A Proposed delivery schedule for this material as follows: Date Quantity 2014/01/29 1	1	EA	342.54 /EA	342.54
Sub Total					342.54
PST		7.000	%	342.54	23.98
Total					366.52

PST-1012-8318 Printed: 2014/01/24 15:04:34

GCPE's Office Supply Requests
Week Ending: January 24, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CSCD	HP toner - black	1	$147.66	each	$147.66	
CSCD	HP toner - yellow	1	$193.20	each	$193.20	
CSCD	HP toner - magenta	1	$193.20	each	$193.20	
CSCD	HP toner - cyan	1	$193.20	each	$193.20	
ENV	dividers, ~~alphabet 8.5x9.5~~	12	5.60 ~~$3.75~~	/set	$45.00	
ENV	dividers, alphabet 8.5 x 11	12	$5.20	/set	$62.40	7530411004
ENV	binder, white 2"	2	$4.75	each	$9.50	
ENV	dry erase markers	1	$4.70	/set	$4.70	
ENV	glue sticks	3	$0.65	each	$1.95	
ENV	pens - purple flexgrip	1	$9.92	12/box	$9.92	
ENV	pens - blue flexgrip	2	$9.92	12/box	$19.84	
ENV	pen holder	2	$5.25	each	$10.50	7520364001
HLTH	dividers - 1-25	50	$3.95	/set	$197.50	Legislative Session binders for the MO
HQ	5 x 8 lined pads, canary	10	$1.00	each	$10.00	
HQ	5 x 8 lined pads, perforated	10	$0.74	each	$7.40	
HQ	4 x 6 scratch pads	10	$0.51	each	$5.10	
HQ	dividers, coloured 8 tab 8.5 x 11	6	$2.25	/set	$13.50	
HQ	dividers, alphabet 8.5 x 11	10	$5.20	/set	$52.00	
HQ	toner - yellow	1	$342.54	each	$342.54	
JTST	dividers - 1-50	38	$5.95	/set	$226.10	Issues Notes binders
JTST	dividers - coloured 10 tab	5	$3.26	/set	$16.30	
JTST	desk top file frame - holds hanging files	1	$8.37	each	$8.37	
Total All GCPE Offices					$1,769.88	

Bata, Alex I GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	January-24-14 1:59 PM
To:	Doidge, Tracey GCPE:EX
Cc:	Bata, Alex I GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: January-24-14 1:47 PM
To: Champion, Denise GCPE:EX
Cc: Bata, Alex I GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

Bata, Alex I GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: January-24-14 1:50 PM
To: Bata, Alex I GCPE:EX
Subject: FW: office supplies for JTST
Attachments: January 22 - Supply Order Form - GCPE JTST.docx

Please proceed once Denise approves.

Thanks,
Tracey

From: Milne, Jillian GCPE:EX
Sent: January-22-14 1:44 PM
To: GCPE Purchasing GCPE:EX
Subject: office supplies for JTST

Good afternoon,

Please see attached order for JTST

Thank you!

Jillian Milne
Government Communications and Public Engagement
Ministry of Jobs, Tourism & Skills Training
8th Floor, 1810 Blanshard St. Victoria, BC
Ph: 250 952-0624

BRITISH COLUMBIA

Tech, In[illegible]ation & Citizens' Svcs ✓ CSCD
Queen's [illegible]nter
Distribution Centre - Victoria
(250)387-3309

Inter-Ministry Chargeback Advice

Document Number: 93189423
Date: 28-Jan-2014

Sales Order/PO No.: 2014124145951758 ✓

Customer Ref./PO Date: 24-Jan-2014

Delivery Number: 82672765 ✓
Date: 29-Jan-2014

Order Number: 32559210
Date: 24-Jan-2014

Customer Number/2nd Reference No.: 116607 /

Originator/Telephone: Alexandra Bata / 250 387-0082

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV ✓
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Page 1 of 1

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001212	TONER CARTRIDGE, HP, CYAN, Q7581A	1 EA	193.20 /EA	193.20	P
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1 EA	193.30 /EA	193.30	P
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1 EA	193.20 /EA	193.20	P
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1 EA	147.66 /EA	147.66	P

Subtotal				727.36
PST	7.000 %	727.36		50.92
Total (CAD)				778.28 ✓LK

QUALIFIED RECEIVER

DATE: 14·01·05

SIGNATURE: refer to attached
RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 01/31/2014 05:42:43

BRITISH COLUMBIA

Received by
CSCD Communications
Rachel Nesbitt

Tech, Innovation & Citizens` Svcs
Queen's Pri r
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

Sold to : 38229
GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Ship To : 38229
GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Packing List

Delivery Number
82672765
Customer Ref./PO No.
2014124145951758
Customer Ref./PO Date
2014/01/24
Order No./Date
32559210 / 2014/01/24
Customer No./2nd Reference No.
38229
Goods Issue Date / Originated By
2014/01/28 / Alexandra Bata

Page 1 of 2

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport C

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
2014 Dated products are in stock now!! order soon to ensure the best selection.						
0010	6850001212 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, CYAN, YIELD 6000, Q7581A	1	1	0	0	193.20
0020	6850001214 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, MAGENTA, YIELD 6000, Q7583A	1	1	0	0	193.30

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0030	6850001213 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, YELLOW, YIELD 6000, Q7582A	1	1	0	0	193.20
0040	6850001211 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3600/3800 SERIES, BLACK, YIELD 6000, Q6470A	1	1	0	0	147.66

(S??) ✓

Bata, Alex I GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	January-24-14 3:21 PM
To:	Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 2014124145951758

RE: Order from QP 2014124145951758
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032559210 has been accepted for posting.

Customer Number : 38229
Name : GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT

800 JOHNSON ST 1ST FLRPO BOX 9848 STN PROV GOVT, VICTORIA, BC, V8W 1N3

Customer Reference Number: 2014124145951758

Order date: 01/24/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001212	TONER CARTRIDGE, HP, CYAN, Q7581A	1	193.20	193.20
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1	193.30	193.30
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1	193.20	193.20
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1	147.66	147.66

==============

TOTAL EXCLUDING HST/SHIPPING $********727.36
TOTAL TAX (if applicable) $********50.92
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********778.28

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 2014124145951758 - accepted

BRITISH COLUMBIA

Tech, Innovatior Citizens` Svcs
Queen's Printer
Distribution Centre - Victoria
1 800 282 7955

Sold To:
GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Ship To:
GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT
800 JOHNSON ST 1ST FLR
VICTORIA BC V8W 1N3

Standard Order

Document Number
32559210

Order Date
2014/01/24

Customer Ref./PO No.
2014124145951758

Customer Ref./PO Date
2014/01/24

Cust. No./2nd Reference No.
38229

*

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity	Price/Unit	Value
0010	6850001212 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, CYAN, YIELD 6000, Q7581A Proposed delivery schedule for this material as follows: Date Quantity 2014/01/29 1	1 EA	193.20 /EA	193.20
0020	6850001214 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, MAGENTA, YIELD 6000, Q7583A Proposed delivery schedule for this material as follows: Date Quantity 2014/01/29 1	1 EA	193.30 /EA	193.30
0030	6850001213 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, YELLOW, YIELD 6000, Q7582A Proposed delivery schedule for this material as follows: Date Quantity 2014/01/29 1	1 EA	193.20 /EA	193.20

Item	Material # Description	Quantity	Price/Unit	Value
0040	6850001211 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3600/3800 SERIES, BLACK, YIELD 6000, Q6470A Proposed delivery schedule for this material as follows: Date Quantity 2014/01/29 1	1 EA	147.66 /EA	147.66
Sub Total				727.36
PST		7.000 %	727.36	50.92
Total				778.28

CSCD

2014124145951758

CSCD – GCPE Supply Orders

January 21, 2014

Supplier	Description	Quantity	Stock/Item #	Amount	Total
Office Products	**Hewlett-Packard Toner Cartridge** *Q6470A, BLACK*	1	6850001211	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7582A, YELLOW*	1	6850001213	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7583A, MAGENTA*	1	#6850001214	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7581A, Cyan*	1	#6850001212	**$195.60**	**$195.60**

Total: $782.40

Bata, Alex I GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	January-24-14 1:49 PM
To:	Bata, Alex I GCPE:EX
Subject:	FW: CSCD Supply Order_Jan. 21, 2014
Attachments:	Supply Order_Jan. 21, 2014.docx

Please proceed with this order once Denise approves.

Thanks,
Tracey

From: Nesbitt, Rachel GCPE:EX
Sent: January-21-14 9:39 AM
To: GCPE Purchasing GCPE:EX
Cc: Hagerman, Shannon GCPE:EX; Rhodes, Gillian GCPE:EX
Subject: CSCD Supply Order_Jan. 21, 2014

Please find enclosed supply order for CSCD.

Thank you,

Rachel

Rachel Nesbitt
Government Communications and Public Engagement
The Ministry of Community, Sport and Cultural Development
Ph: 250 387-0104 BB: 778-679-8645

GCPE's Office Supply Requests
Week Ending: January 24, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CSCD	HP toner - black	1	$147.66	each	$147.66	✓
CSCD	HP toner - yellow	1	$193.20	each	$193.20	
CSCD	HP toner - magenta	1	$193.20	each	$193.20	✓
CSCD	HP toner - cyan	1	$193.20	each	$193.20	✓
ENV	dividers, ~~alphabet 6.5 x 9.5~~	12	5.60 ~~$3.75~~	/set	$45.00	✓
ENV	dividers, alphabet 8.5 x 11	12	$5.20	/set	$62.40	7530411004 ✓
ENV	binder, white 2"	2	$4.75	each	$9.50	✓
ENV	dry erase markers	1	$4.70	/set	$4.70	✓
ENV	glue sticks	3	$0.65	each	$1.95	✓
ENV	pens - purple flexgrip	1	$9.92	12/box	$9.92	✓
ENV	pens - blue flexgrip	2	$9.92	12/box	$19.84	✓
ENV	pen holder	2	$5.25	each	$10.50	7520364001 ✓
HLTH	dividers - 1-25	50	$3.95	/set	$197.50	Legislative Session binders for the MO ✓
HQ	5 x 8 lined pads, canary	10	$1.00	each	$10.00	✓
HQ	5 x 8 lined pads, perforated	10	$0.74	each	$7.40	✓
HQ	4 x 6 scratch pads	10	$0.51	each	$5.10	✓
HQ	dividers, coloured 8 tab 8.5 x 11	6	$2.25	/set	$13.50	✓
HQ	dividers, alphabet 8.5 x 11	10	$5.20	/set	$52.00	✓
HQ	toner - yellow	1	$342.54	each	$342.54	✓
JTST	dividers - 1-50	38	$5.95	/set	$226.10	Issues Notes binders ✓
JTST	dividers - coloured 10 tab	5	$3.26	/set	$16.30	✓
JTST	desk top file frame - holds hanging files	1	$8.37	each	$8.37	
Total All GCPE Offices					$1,769.88	

Bata, Alex I GCPE:EX

From: Champion, Denise GCPE:EX
Sent: January-24-14 1:59 PM
To: Doidge, Tracey GCPE:EX
Cc: Bata, Alex I GCPE:EX
Subject: FW: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: January-24-14 1:47 PM
To: Champion, Denise GCPE:EX
Cc: Bata, Alex I GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

BRITISH COLUMBIA

Tech, Inr ation & Citizens' Svcs
Queen's nter
Distribution Centre - Victoria
(250)387-3309

HS

Inter-Ministry Chargeback Advice

Document Number 93181593 | Date 13-Jan-2014

Sales Order/PO No. 201411015173035

Customer Ref./PO Date 10-Jan-2014

Delivery Number 82666648 | Date 15-Jan-2014

Order Number 32552547 | Date 10-Jan-2014

Customer Number/2nd Reference No. 116607 /

Originator/Telephone Leila Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 117533

HEALTH SERVICES
GOVT COMM & PUBLIC ENGAGEMENT
1515 BLANSHARD ST UNIT 5-2
VICTORIA BC V8W 3C8

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0137

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001296	TONER CARTRIDGE, HP CP3525X	1 EA	282.69 /EA	282.69	P
6850001297	TONER CARTRIDGE, HP CP3525X	2 EA	282.69 /EA	565.38	P
6850001294	TONER CARTRIDGE, HP CP3525X	2 EA	238.74 /EA	477.48	P

Subtotal			1,325.55
PST	7.000 %	1,325.55	92.79
Total (CAD)			1,418.34

✓ UK

QUALIFIED RECEIVER

DATE: 14.01.16

SIGNATURE: Refer to attached

MATTHEW BELANGER

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 01/16/2014 05:42:40

BRITISH COLUMBIA

Tech, Innovation & Citizens' Svcs
Queen's Printer
Distribution Centre - Victoria
(250)387-3309

RECEIVED
JAN 16 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Inter-Ministry Chargeback Advice

Document Number: 93181593 | Date: 13-Jan-2014
Sales Order/PO No.: 201411015173035
Customer Ref./PO Date: 10-Jan-2014
Delivery Number: 82666648 | Date: 16-Jan-2014
Order Number: 32552547 | Date: 10-Jan-2014
Customer Number/2nd Reference No.: 116607 /
Originator/Telephone: Lolla Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 117533

HEALTH SERVICES
GOVT COMM & PUBLIC ENGAGEMENT
1515 BLANSHARD ST UNIT 5-2
VICTORIA BC V8W 3C8

Page 1 of 1

Fiscal Year 2014 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0137

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001296	TONER CARTRIDGE, HP CP3525X	1 EA	282.69 /EA	282.69	P
6850001297	TONER CARTRIDGE, HP CP3525X	2 EA	282.69 /EA	565.38	P
6850001294	TONER CARTRIDGE, HP CP3525X	2 EA	238.74 /EA	477.48	P

Subtotal			1,325.55
PST	7.000 %	1,325.55	92.79
Total (CAD)			1,418.34

QUALIFIED RECEIVER
DATE: Jan 16/.14
SIGNATURE: [signature]

Tax Indicators: G - GST/HST P - PST PST# PST-1012-6318

Printed: 01/16/2014 05:42:40

HS

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	January-10-14 3:20 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	RE: Order from QP 201411015173035

RE: Order from QP 201411015173035
TO: Leila Kujanpaa
AD: SMTP:qp.order@gov.bc.ca

Sales order 0032552547 has been accepted for posting.

Customer Number : 117533
Name : HEALTH SERVICES
GOVT COMM & PUBLIC ENGAGEMENT

1515 BLANSHARD ST UNIT 5-2, VICTORIA, BC, V8W 3C8

Customer Reference Number: 201411015173035

Order date: 01/10/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001296	TONER CARTRIDGE, HP CP3525X	1	282.69	282.69
6850001297	TONER CARTRIDGE, HP CP3525X	2	282.69	565.38
6850001294	TONER CARTRIDGE, HP CP3525X	2	238.74	477.48

===============

TOTAL EXCLUDING HST/SHIPPING $********1325.55
TOTAL TAX (if applicable) $********92.79
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********1418.34

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201411015173035 - accepted

HS

2014110151~~575~~ 511327

Office Products Centre	Scissors right hand 7"		5110011002	3.50 each
Office Products Centre	Scissors left hand 7"		5110011020	7.75 each
Office Products Centre	AA Batteries 4/pkg		6135011001	2.80 pkg
Office Products Centre	AAA Batteries 4/pkg		6135011002	3.00 pkg

	Other Supplies Required - Not Included Above			
Supplier	**Description**	**Quantity**	**Stock/Item #**	**Amount**
Office Products Centre	Post it note 4 x 6 yellow	20	7510481011	1.25 pad
Office Products Centre	ballpoint pens, black	2 packs	7520602015	$ 4.97
Office Products Centre	ballpoint pens, blue	2 packs	7520602016	$ 4.97
Office Products Centre	Uniball Vision Black .5mm	15	7520603020	$ 1.75
Office Products Centre	Uniball Vision Blue .5mm	15	7520603021	$ 1.75
Office Products Centre	Uniball Vision Red .8mm	10	7520603122	$ 2.06
Office Products Centre	Uniball Vision blue/black .8mm	5	7520603123	$ 2.06
Office Products Centre	Uniball Vision purple .8mm	10	7520603124	$ 2.06
Office Products Centre	White looseleaf binder index 1-25	12	7530411015	$ 2.92
Office Products Centre	White looseleaf binder index 1-50	10	753411016	$ 5.95
Office Products Centre	Colour dividers 1-8	10	7530412008	$ 1.95
Office Products Centre	Colour dividers 12	10	7530412010	$ 2.90
Office Products Centre	Colour dividers 15	10	7530412011	$ 3.15
	Black toner for HP Color LaserJet CP3525x	**2**		
	Magenta toner for HP Color LaserJet CP3525x	**2**		
	Yellow toner for HP Color LaserJet CP3525x	**1**		

Public Affairs Bureau List of Standard Office Supplies

Supplier	Description	Quantity	Stock/Item #	Amount
	Paper			
Office Products Centre	Copy Paper 8.5 x 11 - White - 100% Recycled 10/pkg per box		7530641051	5.60 pkg
Office Products Centre	Copy Paper 8.5 x14 - White - 100% Recycled - 10/pkg per box		7530642016	6.86 pkg
Office Products Centre	Colored Paper 8.5 x 11- Recycled - Various Colors		7530641002 to 7530641008	5.83 pkg
	Pens			
Office Products Centre	Paper Mate Flexgrip Medium - Black 12/pkg		7520601040	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Blue 12/pkg		7520601041	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Red 12/pkg		7520601042	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Purple 12/pkg		7520601043	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Black 12/pkg		7520601050	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Blue 12/pkg		7520601051	9.92 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Red 12/pkg		7520601052	9.92 pkg
Office Products Centre	Rolling Writer Liquid Ink Uniball Vision - Black		7520603020	1.75 each
Office Products Centre	Rolling Writer Liquid Ink Uniball Vision - Blue		7520603021	1.75 each
	Pencils			
Office Products Centre	Pencils rubber tip grade 2H - 12/pkg		7510401001	1.75 pkg
Office Products Centre	Pencils Mechanical 0.5mm		7510402015	2.15 each
Office Products Centre	Pencils Mechanical 0.7mm		7510402016	2.15 each
	Highlighters			
Office Products Centre	Highlighters Pen Style - blue 12/pkg		7520481001	0.46 each
Office Products Centre	Highlighters Pen Style - green 12/pkg		7520481002	0.46 each
Office Products Centre	Highlighters Pen Style - yellow 12/pkg		7520481003	0.46 each
Office Products Centre	Highlighters Pen Style - pink 12/pkg		7520481004	0.46 each
Office Products Centre	Highlighters Jumbo - blue 10/pkg		7520481020	0.92 each
Office Products Centre	Highlighters Jumbo - green 10/pkg		7520481021	0.92 each
Office Products Centre	Highlighters Jumbo - yellow 10/pkg		7520481022	0.92 each
Office Products Centre	Highlighters Jumbo - orange 10/pkg		7520481023	0.92 each
Office Products Centre	Highlighters Jumbo - pink 10/pkg		7520481024	0.92 each

	Post it Notes & Note Pads			
Office Products Centre	Pad Ruled White 5 x 8 perforated top		7530561001	0.73 each
Office Products Centre	Pad Ruled Canary 5 x 8		7530561006	0.99 each
Office Products Centre	Pad Ruled White 8.5 x 11		7530561004	1.03 each
Office Products Centre	Pad Ruled White 8.5 x 14		7530561005	1.74 each
Office Products Centre	Postit note 1.5 x 2 yellow - 12pd/pkg		7510481001	2.32 pkg
Office Products Centre	Postit note 4 x 6 yellow		7510481011	1.25 pad
Office Products Centre	Postit note 3 x 3 yellow - 12pd/pkg		7510481002	4.75 pkg
Office Products Centre	Postit note 3 x 5 yellow		7510481010	0.65 pad
	Note and Memo Books			
Office Products Centre	Book note spiral bound, ruled 10.5 x 8		7530012002	2.13 each
Office Products Centre	Book non-indexed Notepro, ruled, margin 9.1/4 x 7 1/4 192 pages black cover (coil binding)		7530013002	6.50 each
Office Products Centre	Book note spiral bound, ruled 9.5 x 6		7530011003	3.02 each
Office Products Centre	Book composition ruled non-indexed 7 1/4 x 9 1/14 192 pages black cover		7530013001	4.48 each
	Paper Clips & Clamps			
Office Products Centre	Paper Clips 1 1/4" medium - 100/box		7510361001	0.17 box
Office Products Centre	Paper Clips 1" small - 100/box		7510361002	0.26 box
Office Products Centre	Paper Clips 2" large - 100/box		7510361003	0.52 box
Office Products Centre	Clamp, paper, foldback 3/4" - 12/box		7510362020	0.57 box
Office Products Centre	Clamp, paper, foldback 1 1/4" - 12/box		7510362021	0.95 box
Office Products Centre	Clamp, paper, foldback 1 5/8" - 12/box		7510362022	0.20 each
Office Products Centre	Clamp, paper, foldback 2" - 12/box		7510362023	0.25 each
	Miscellaneous Office Supplies			
Office Products Centre	Mistake Out for typing or pen ink		7510122002	1.45 each
Office Products Centre	Stapler		7520721002	4.90 each
Office Products Centre	Staples standard		7510721004	0.95 box
Office Products Centre	Stapler remover claw		7510725001	0.65 each
Office Products Centre	Tape dispenser black		7520761020	2.50 each
Office Products Centre	Tape magic mending		7510762003	1.55 each
Office Products Centre	Glue, solid stick small		8040001009	0.60 each
Office Products Centre	Glue, solid stick large		8040001003	1.05 each

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: January-10-14 2:22 PM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: HLTH order Jan 10 13.xlsx
Attachments: HLTH order Jan 10 13.xlsx

Please proceed as per Dawn's approval.

Thanks,
Tracey

From: Belanger, Matthew GCPE:EX
Sent: January-10-14 9:10 AM
To: GCPE Purchasing GCPE:EX
Subject: HLTH order Jan 10 13.xlsx

Fairly large order for us. Prepping up for session with binder stuff and ordering two printer cartridges of black and magenta because we have no backups and the colour printer is almost empty.

Thanks,
Matt

Kujanpaa, Leila GCPE:EX

From: Stewart, Dawn M GCPE:EX
Sent: January-10-14 2:18 PM
To: Doidge, Tracey GCPE:EX
Cc: Champion, Denise GCPE:EX; Kujanpaa, Leila GCPE:EX
Subject: RE: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

Thanks
Dawn

From: Doidge, Tracey GCPE:EX
Sent: January-10-14 1:25 PM
To: Stewart, Dawn M GCPE:EX
Cc: Champion, Denise GCPE:EX; Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests

Hi Dawn,

s.22 please find attached this week's office supply requests for approval.

Thank you,
Tracey

From: Doidge, Tracey GCPE:EX
Sent: January-10-14 11:19 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Morning Denise,

Please find attached this week's office supply requests for your approval..
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Office Supply Requests
Week Ending: January 10, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HEALTH	post it note - 4 x 6 yellow	20	$1.60	each	$32.00	
HEALTH	pens - bic black	2	$5.80	12/box	$11.60	
HEALTH	pens - bic blue	2	$5.80	12/box	$11.60	
HEALTH	pens - uniball vision black	15	$1.75	each	$26.25	
HEALTH	pens - uniball vision blue	15	$1.75	each	$26.25	
HEALTH	pens - uniball vision elite red	10	$2.06	each	$20.60	
HEALTH	pens - uniball vision elite blue/black	5	$2.06	each	$10.30	
HEALTH	pens - uniball vision elite purple	10	$2.06	each	$20.60	
HEALTH	index - 1-25	12	$3.95	/set	$47.40	
HEALTH	index - 1-50	10	$9.30	/set	$93.00	
HEALTH	dividers - colour 1-8	10	$2.35	/set	$23.50	
HEALTH	dividers - colour 1-12	10	$3.85	/set	$38.50	
HEALTH	dividers - colour 1-15	10	$4.15	/set	$41.50	
HEALTH	Black toner for HP Color LaserJet CP3525x	2	$238.74	each	$477.48	6850001294
HEALTH	Magenta toner for HP Color LaserJet CP3525	2	$282.69	each	$565.38	6850001297
HEALTH	Yellow toner for HP Color LaserJet CP3525x	1	$282.69	each	$282.69	6850001296
HQ	double-sided tape - 1/2" wide	2	$3.27	each	$6.54	
HQ	record book coil bound black	4	$5.60	each	$22.40	
HQ-Records	offsite storage boxes	75	$2.45	each	$183.75	
TRAN	whiteboard eraser	1	$2.63	each	$2.63	
TRAN	pens - papermate blue	1	$9.92	12/box	$9.92	
TRAN	binders - 3" light blue	5	$6.45	each	$32.25	
Total All GCPE Offices					$1,986.14	

OfficeMax
GRAND&TOY

INVOICE / FACTURE

PCARDKUJ03DEC14

PURCHASE ORDER NO. / N° DE COMMANDE D'ACHAT	SOLD TO PURCHASE ORDER NO / N° DE BON DE COMMANDE DE L'ACHETEUR	TERMS / CONDITIONS
G84644	84644	NET 30 DAYS
ATTENTION / À L'ATTENTION DE	P.S.T. EXEMPT / EXEMPT DE T.V.P.	OMAX GST ORD NO./N° DE COMM
Leila Kujanpaa		200109-00
INVOICE DATE / DATE DE LA FACTURE MM DD YY	DUE DATE / DATE D'ÉCHÉANCE	INVOICE NO./N° DE LA FACTURE
11/18/2014	12/18/2014	G817368

PLEASE REMIT TO / PAYER À
PO BOX 5500 14.12.11
DON MILLS ON M3C 3L5

SOLD TO ACCOUNT NO. s.17
N° DE COMPTE DE L'ACHETEUR

SHIP TO ACCOUNT NO. s.17
N° DE COMPTE DE L'EXPÉDITION

5861-A01

RECEIVED
004495
NOV 24 2014

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
617 GOVERNMENT ST
4TH FLR
VICTORIA BC V8V 1X4

G.S.T.-H.S.T./T.P.S.-T.V.H. 894032192RT Q.S.T./T.V.Q. 1001640701TQ0009 1 / 1

QUANTITY ORD./COMM.	QUANTITÉ SHIP/EXPÉDIÉE	BACK ORD. COMM. EN ATT	U/M	DESCRIPTION	REG. UNIT PRICE PRIX COURANT	DISCOUNT ESCOMPTE	NET UNIT PRICE PRIX NET	AMOUNT MONTANT	*
1	1		EA	C410W81B ECOLOGIX DAILY PLANNER	10.92	NET	10.92	10.92	PG
12	12		EA	96701 BALLPT PEN FLEXGRIP FINE RED	1.08	NET	1.08	12.96	PG
1	1		BX	99827 FILE FOLDER VIOLET LTR	16.88	NET	16.88	16.88	PG
1	1		EA	E250A11A LEXMARK TONER FOR E250,E350,	110.52	CONTRACT	110.52	110.52	PG
1	1		EA	E260A11A E260 RETURN PROGRAM CARTRIDGE	110.35	CONTRACT	110.35	110.35	PG
1	1		EA	OMC99405 ALL PURPOSE SCISSORS 7"	4.05	NET	4.05	4.05	PG
				SUB TOTAL				265.68	
				TOTAL GST				13.28	
				TOTAL PST / TVP				18.60	

e appreciate your business! / Merci de votre confiance!
or account enquiries: / Pour information : 877-595-2670 X1857

PLEASE PAY S.V.P. VERSEZ $297.56

* TAXES APPLIED / TAXES APPLIQUÉES P-P.S.T. T.V.P. G-G.S.T. T.P.S. H-H.S.T. T.V.H.

'MENT TERMS ARE AS STATED ABOVE FROM DATE OF INVOICE. PAST DUE ACCOUNTS
: SUBJECT TO A LATE PAYMENT CHARGE. GRAND & TOY LIMITED RESERVES THE
HT TO WITHHOLD SHIPMENTS TO CUSTOMERS THAT DO NOT MEET THESE TERMS.

LES CONDITIONS DE PAIEMENT SONT TELLES QUE MENTIONNÉES CI-DESSUS À PARTIR DE LA DATE DE FACTURATION. LES COMPTES EN SOUFFRANCE SERONT SUJETS À DES FRAIS DE CRÉDIT. GRAND & TOY LIMITÉE SE RÉSERVE LE DROIT DE RETENIR TOUTE LIVRAISON AU CLIENT QUI NE RESPECTE PAS CES CONDITIONS.

DETACH THIS STUB AND ENCLOSE WITH YOUR REMITTANCE. KEEP THE ABOVE PORTION FOR YOUR RECORDS.
PRIÈRE DE DÉTACHER CETTE PORTION ET DE LA RETOURNER AVEC VOTRE PAIEMENT.

)fficeMax
GRAND&TOY

MC/VISA AUTHORIZATION 185322

OLD TO ACCOUNT NO. s.17
' DE COMPTE DE L'ACHETEUR

C MIN TECH, INNV & CITZ SERV
INANCIAL SERVICES
O BOX 9409 STN PROV GOVT
ICTORIA BC V8W 9V1

INVOICE NUMBER: / N° DE LA FACTURE: G817368
INVOICE DATE: / DATE DE LA FACTURE: 11/18/2014
DUE DATE: / DATE D'ÉCHÉANCE: 12/18/2014

EASE REMIT TO/PAYER À
GRAND & TOY LIMITED
PO BOX 5500
DON MILLS ON M3C 3L5

PLEASE PAY S.V.P. VERSEZ $0.00

AMOUNT PAID / MONTANT PAYÉ $ XXXXXX XX

OfficeMax
GRAND&TOY

Packing Slip

Order #
200109-00

Sold To Acct #
s.17

Order Date
11/14/2014

NOV 1 3 2014

Sold To:
Sold to acct#: s.17
BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
Ship to acct#: s.17
BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
617 GOVERNMENT ST
4TH FLR
VICTORIA BC V8V 1X4

Route #	Stop #	Wave#
KV1	14	6

Attention	Cost Centre Dept #
Leila Kujanpaa	
Po#	**Requisition / Ship To Po #**
G84644	84644
Ship to Phone #	**PST Exempt #**

Ship Whse	Sales #	Order Taker	Order Date	Required Date	Sales Div	Order Type	Freight	Carrier
R0	51642	GCOM202740	11/14/2014	11/14/2014	K0	SI	PRE-PAID	**BEST AVAILABLE

Order Qty	Unit of Measure	Description	Product #	Ship Qty	Unit of Measure	Qty Back Ordered	Net Unit Price	Extended Amount	Tax* Flag	Qty Returned	Location
1	EA	ECOLOGIX DAILY PLANNER	C410W81B	1	EA		10.92	10.92	PG		FA013B2
12	EA	BALLPT PEN FLEXGRIP FINE RED	96701	12	EA		1.08	12.96	PG		BA009L5
1	BX	FILE FOLDER VIOLET LTR	99827	1	BX		16.88	16.88	PG		AA014C3
1	EA	[1]LEXMARK TONER FOR E250,E350,	E250A11A	1	EA		110.52	110.52	PG		BB013E2
1	EA	E260 RETURN PROGRAM CARTRIDGE	E260A11A	1	EA		110.35	110.35	PG		PL033A1
1	EA	ALL PURPOSE SCISSORS 7"	OMC99405	1	EA		4.05	4.05	PG		AA017D2
		Order paid by credit card....Authorization #185322									
		[1]Resaleable Technology products are returnable within 30 days only. Software is non-returnable.									
		Acknowledged by: Leila Kujanpaa									

PLEASE CHECK YOUR ORDER AS SOON AS IT ARRIVES

If your 'stock product' purchase is unsatisfactory, please contact our Customer Service Department within 30 days of the purchase at 1-866-391-8111 for return instructions and a Return Authorization #.

Any item for return must be returned complete and in it's original packaging including all manuals and accessories etc. Technology items must be unopened.

Non-Stock Special and Extended Delivery items are <u>Not Returnable</u>

SUBTOTAL	265.68
TOTAL GST(894032192RT)	13.28
TOTAL PST	18.60
ORDER TOTAL	297.56

*Applicable taxes
P=PST
G=GST
H=HST

200109-00/000000719/11171545P

Customer Service
Telephone: 1-866-391-8111
Fax: 1-866-391-8555

Kujanpaa, Leila GCPE:EX

From: automatedemail@grandtoy.com
Sent: Friday, November 14, 2014 4:21 PM
To: Kujanpaa, Leila GCPE:EX
Subject: Your officemaxcanada.com order is confirmed

OfficeMax
GRAND&TOY

Order Confirmation

November 14, 2014

Account # s.17

Dear Leila Kujanpaa ,

This email is to confirm your order number 200109, placed on November 14, 2014 and your PO Number is 84644. Please refer to your order number when making inquiries.

Order # 200109 - Order being processed PO# 84644 Account #131192

Blueline EcoLogix Daily Planner C410W81B	JTST	$10.92 EA	Qty: 1	**$10.92**
Expected Delivery Date:	November 18, 2014	Shipped Qty: Shipped UOM:	1 EA	
Paper Mate Flexgrip Ultra Pens 96701		$1.08 EA EM	Qty: 12	**$12.96**
Expected Delivery Date:	November 18, 2014	Shipped Qty: Shipped UOM:	12 EA	
Grand & Toy Coloured File Folders 99327		$16.88 BX OPR	Qty: 1	**$16.88**
Expected Delivery Date:	November 18,	Shipped	1	

		2014	Qty:		
			Shipped UOM:	BX	
	**Lexmark Monochrome Cartridge** E250A11A		$110.52 EA	Qty: 1	**$110.52**
	Expected Delivery Date:	November 18, 2014	Shipped Qty:	1	EM
			Shipped UOM:	EA	
	**Lexmark Monochrome Cartridge** E260A11A		$110.35 EA	Qty: 1	**$110.35**
					EM
	Expected Delivery Date:	November 18, 2014	Shipped Qty:	1	
			Shipped UOM:	EA	
	**OfficeMax Stainless-Steel Scissors** OMC89405		$4.05 EA	Qty: 1	**$4.05**
					EM
	Expected Delivery Date:	November 18, 2014	Shipped Qty:	1	
			Shipped UOM:	EA	

Subtotal	**$265.68**
GST/HST	$13.28
PST	$18.60

Total Order $297.56

Shipping And Payment Summary

Ship To:		Bill To:	
Name	**BC MIN TECH, INNV & CITZ SERV**	Name	**BC MIN TECH, INNV & CITZ SERV**
Delivery address	**617 GOVERNMENT ST4TH FLR VICTORIA, V8V1X4**	Delivery address	**PO BOX 9409 STN PROV GOVT VICTORIA, V8W9V1**

Shipping Method:	48 Hours delivery

Customer Service

For more information about shipping, changing your order and/or returns, please contact Customer Service,
Monday - Friday 9:00AM - 7:30 PM EST.

Live Chat Customerservice@officemaxcanada.com 1.866.391.8111

OFFICE SUPPLIES INTERIORS & FURNITURE PRINT & DOCUMENTS FACILITY RESOURCES TECHNOLOGY
Customer Care | Terms & Conditions | Privacy Policy | Unsubscribe

Public Affairs Bureau List of Standard Office Supplies

Supplier	Description	Quantity	Stock/Item #	Amount
	Paper			
Office Products Centre	Copy Paper 8.5 x 11 - White - Recycled 10/pkg per box	1 Box	7530641025	3.50 pkg
Office Products Centre	Copy Paper 8.5 x14 - White - Recycled - 10/pkg per box		7530642002	5.48 pkg
Office Products Centre	Colored Paper 8.5 x 11- Recycled - Various Colors		7530641002 to 7530641008	5. 61 pkg
	Pens			
Office Products Centre	Paper Mate Flexgrip Medium - Black 12/pkg		7520601040	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Blue 12/pkg		7520601041	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Red 12/pkg		7520601042	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Medium - Purple 12/pkg		7520601043	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Black 12/pkg		7520601050	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Blue 12/pkg		7520601051	10.82 pkg
Office Products Centre	Paper Mate Flexgrip Fine - Red 12/pkg	1 pkg	7520601052	10.82 pkg
Office Products Centre	Rolling Writer Liquid Ink Uniball Vision - Black		7520603020	1.70 each
Office Products Centre	Rolling Writer Liquid Ink Uniball Vision - Blue		7520603021	1.70 each
	Pencils			
Office Products Centre	Pencils rubber tip grade 2H - 12/pkg		7510401001	2.25 pkg
Office Products Centre	Pencils Mechanical 0.5mm		7510402015	2.25 each
Office Products Centre	Pencils Mechanical 0.7mm		7510402016	2.25 each
	Highlighters			
Office Products Centre	Highlighters Pen Style - blue 12/pkg		7520481001	0.45 each
Office Products Centre	Highlighters Pen Style - green 12/pkg		7520481002	0.45 each
Office Products Centre	Highlighters Pen Style - yellow 12/pkg		7520481003	0.45 each
Office Products Centre	Highlighters Pen Style - pink 12/pkg		7520481004	0.45 each
Office Products Centre	Highlighters Jumbo - blue 10/pkg		7520481020	0.80 each
Office Products Centre	Highlighters Jumbo - green 10/pkg		7520481021	0.80 each
Office Products Centre	Highlighters Jumbo - yellow 10/pkg		7520481022	0.80 each
Office Products Centre	Highlighters Jumbo - orange 10/pkg		7520481023	0.80 each
Office Products Centre	Highlighters Jumbo - pink 10/pkg		7520481024	0.80 each

GHT

	Post it Notes & Note Pads			
Office Products Centre	Pad Ruled White 5 x 8 perforated top	5	7530561001	0.64 each
Office Products Centre	Pad Ruled Canary 5 x 8		7530561006	0.88 each
Office Products Centre	Pad Ruled White 8.5 x 11		7530561004	0.89 each
Office Products Centre	Pad Ruled White 8.5 x 14		7530561005	1.49 each
Office Products Centre	Post it note 1.5 x 2 yellow - 12pd/pkg		7510481001	2.30 pkg
Office Products Centre	Post it note 4 x 6 yellow		7510481011	1.25 pad
Office Products Centre	Post it note 3 x 3 yellow - 12pd/pkg		7510481002	5.29 pkg
Office Products Centre	Post it note 3 x 5 yellow		7510481010	0.71 pad
	Note and Memo Books			
Office Products Centre	Book note spiral bound, ruled 10.5 x 8		7530012002	1.37 each
Office Products Centre	Book non-indexed Notepro, ruled, margin 9 1/4 x 7 1/4 192 pages black cover		7530013002	4.85 each
Office Products Centre	Book note spiral bound, ruled 9.5 x 6		7530011003	2.75 each
Office Products Centre	Book composition ruled non-indexed 7 1/4 x 9 1/14 192 pages black cover		7530013001	4.50 each
	Paper Clips & Clamps			
Office Products Centre	Paper Clips 1 1/4" medium - 100/box		7510361001	0.17 box
Office Products Centre	Paper Clips 1" small - 100/box		7510361002	0.26 box
Office Products Centre	Paper Clips 2" large - 100/box		7510361003	0.52 box
Office Products Centre	Clamp, paper, foldback 3/4" - 12/box		7510362020	0.48 box
Office Products Centre	Clamp, paper, foldback 1 1/4" - 12/box		7510362021	0.84 box
Office Products Centre	Clamp, paper, foldback 1 5/8" - 12/box		7510362022	0.17 each
Office Products Centre	Clamp, paper, foldback 2" - 12/box		7510362023	0.22 each
	Miscellaneous Office Supplies			
Office Products Centre	Mistake Out for typing or pen ink		7510122002	1.45 each
Office Products Centre	Stapler		7520721001	6.60 each
Office Products Centre	Staples standard		7510721004	0.79 box
Office Products Centre	Stapler remover claw		7510725001	0.60 each
Office Products Centre	Tape dispenser black		7520761020	2.50 each
Office Products Centre	Tape magic mending		7510762003	1.20 each
Office Products Centre	Glue, solid stick small		8040001002	0.55 each
Office Products Centre	Glue, solid stick large		8040001003	0.89 each
Office Products Centre	Scissors right hand 7"	1	5110011002	2.75 each

G+T

Office Products Centre	Scissors left hand 7"		5110011020	7.25 each
Office Products Centre	AA Batteries 4/pkg		6135011001	2.33 pkg
Office Products Centre	AAA Batteries 4/pkg		6135011002	2.50 pkg
	Color Printer Cartridges HP 3700			
Office Products Centre	Black		6850001156	
Office Products Centre	Cyan		6850001181	
Office Products Centre	Yellow		6850001182	
Office Products Centre	Magenta		6850001153	

	Other Supplies Required - Not Included Above				
Supplier	**Description**	**Quantity**	**Stock/Item #**	**Amount**	
DCV	Lexmark Toner Cartridge (E250A11A)	1	#6850001259	$ 98.50	G+T
DCV	Lexmark Toner Cartridge (E260A11A)	1	#6850001300	130.35	G+T

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	Friday, November 14, 2014 3:08 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: GCPE, Energy and Mines - Office Supply Order_NOV2014.xls
Attachments:	GCPE, Energy and Mines - Office Supply Order_NOV2014.xls

Please proceed as per Denise's approval.
Thanks,
Tracey

From: Anderson, Maryann GCPE:EX
Sent: Wednesday, November 12, 2014 10:46 AM
To: GCPE Purchasing GCPE:EX
Subject: GCPE, Energy and Mines - Office Supply Order_NOV2014.xls

Office Supply Order
GCPE-MNGD/MEM

6th Floor
1810 Blanshard Street
Victoria, BC

G+T

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: Friday, November 14, 2014 3:08 PM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: Daytimer Order

Please proceed as per Denise's approval.

Thanks,
Tracey

From: Hurrell, Lara GCPE:EX
Sent: Thursday, November 13, 2014 3:09 PM
To: GCPE Purchasing GCPE:EX
Subject: Daytimer Order

Hi,

I've been directed to contact you regarding an order for a daytimer. I would like to order (via our Office Products Catalogue) the EcoLogix Daily Planner. It's on page 148 #BC410W.GRN.

I was told that I would need special permission to order it. Online calendars don't work for me. I use this daily as my work "bible". I am pretty lost without it. I take it home and go back and forth to different pages. It's full of sticky notes. It's well worth the $10 investment. Are please able to order one for me?

I would really appreciate it!

Lara Hurrell
Public Affairs Officer – Government Communications and Public Engagement
Ministry of Jobs, Tourism and Skills Training and Responsible for Labour
W: 250.356.7959 / C: 778 679 8440
E: lara.hurrell@gov.bc.ca

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	Friday, November 14, 2014 3:09 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW:

Please proceed as per Denise's approval.
Thanks,
Tracey

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, November 13, 2014 2:40 PM
To: Kujanpaa, Leila GCPE:EX
Cc: Doidge, Tracey GCPE:EX
Subject:

Please add a box of purple letter size file folders to your next order for me.

Thanks
Dawn

Kujanpaa, Leila GCPE:EX

From: Doidge, Tracey GCPE:EX
Sent: Friday, November 14, 2014 2:35 PM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

From: Champion, Denise GCPE:EX
Sent: Friday, November 14, 2014 2:34 PM
To: Doidge, Tracey GCPE:EX
Subject: Fw: Approval Required - Office Supply Requests

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Friday, November 14, 2014 02:25 PM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.

Please note: there is an order from Lara Hurrell for a daily planner. I have placed a comment in the spreadsheet.

Thank you,

Tracey
Attachment

GCPE's Supply Requests
Week Ending: November 14, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
EM	8.5 x 11 paper	10	$3.50	/pkg	$35.00	DVC
EM	pens - flex grip, fine, red	1	$10.82	12/box	$10.82	G+T
EM	pads - ruled, white 5 x 8	5	$0.64	each	$3.20	DVC
EM	scissors 7"	1	$2.75	each	$2.75	G+T
EM	toner - lexmark	1	$98.50	each	$98.50	G+T
EM	toner - lexmark	1	$130.35	each	$130.35	G+T
HQ	file folders - purple	1	$9.72	100/box	$9.72	G+T
JTST	daily planner	1	$10.40	each	$10.40	I advised Lara Hurrell that we have not ordered daily planners for many years as it is more cost effective to use the calenders available on cell phones or in outlook. Lara's respone: "Online calendars don't work for me. I use this daily as my work "bible". I am pretty lost without it. I take it home and go back and forth to different pages. It's full of sticky notes". G+T
Total All GCPE					$300.74	

OfficeMax GRAND&TOY

INVOICE / FACTURE

PCARDKUJ03DEC14

PURCHASE ORDER NO. / N° DE COMMANDE D'ACHAT	SOLD TO PURCHASE ORDER NO. / N° DE BON DE COMMANDE DE L'ACHETEUR	TERMS / CONDITIONS
LEILA KUJANPAA		NET 30 DAYS
ATTENTION / À L'ATTENTION DE	P.S.T. EXEMPT / EXEMPT DE T.V.P.	OMAX GST ORD NO./N° DE COMM.
LEILA KUJANPAA		217727-00
INVOICE DATE / DATE DE LA FACTURE MM DD YY	DUE DATE / DATE D'ÉCHÉANCE MM DD YY	INVOICE NO./N° DE LA FACTURE
11/19/2014	12/19/2014	G825230

PLEASE REMIT TO / PAYER À
PO BOX 5500
DON MILLS ON M3C 3L5

SOLD TO ACCOUNT NO. s.17
N° DE COMPTE DE L'ACHETEUR

SCANNED 14.12.11

SHIP TO ACCOUNT NO. s.17
N° DE COMPTE DE L'EXPÉDITION

5864-A01 001550

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
617 GOVERNMENT ST
4TH FLR
VICTORIA BC V8V 1X4

G.S.T.-H.S.T./T.P.S.-T.V.H. 894032192RT Q.S.T./T.V.Q. 1001640701TQ0009 1 / 1

QUANTITY / QUANTITÉ ORD./COMM.	SHIP/EXPÉDIÉE	BACK ORD COMM. EN ATT	U/M	DESCRIPTION	REG. UNIT PRICE PRIX COURANT	DISCOUNT ESCOMPTE	NET UNIT PRICE PRIX NET	AMOUNT MONTANT	*
1	1		EA	E260A11A					
				E260 RETURN PROGRAM CARTRIDGE	110.35	CONTRACT	110.35	110.35	PG
				SUB TOTAL				110.35	
				TOTAL GST				5.52	
				TOTAL PST / TVP				7.72	

RECEIVED
NOV 27 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

We appreciate your business! / Merci de votre confiance!
For account enquiries: / Pour information : 877-595-2670 X1857

PLEASE PAY / S.V.P. VERSEZ $123.59

*TAXES APPLIED / TAXES APPLIQUÉES P=PST/TVP G=GST/TPS H=HST/TPH

PAYMENT TERMS ARE AS STATED ABOVE FROM DATE OF INVOICE. PAST DUE ACCOUNTS ARE SUBJECT TO A LATE PAYMENT CHARGE. GRAND & TOY LIMITED RESERVES THE RIGHT TO WITHHOLD SHIPMENTS TO CUSTOMERS THAT DO NOT MEET THESE TERMS.

LES CONDITIONS DE PAIEMENT SONT TELLES QUE MENTIONNÉES CI-DESSUS À PARTIR DE LA DATE DE FACTURATION. LES COMPTES EN SOUFFRANCE SERONT SUJETS À DES FRAIS DE CRÉDIT. GRAND & TOY LIMITÉE SE RÉSERVE LE DROIT DE RETENIR TOUTE LIVRAISON AU CLIENT QUI NE RESPECTE PAS CES CONDITIONS.

DETACH THIS STUB AND ENCLOSE WITH YOUR REMITTANCE. KEEP THE ABOVE PORTION FOR YOUR RECORDS.
PRIÈRE DE DÉTACHER CETTE PORTION ET DE LA RETOURNER AVEC VOTRE PAIEMENT.

OfficeMax GRAND&TOY

MC/VISA AUTHORIZATION 161628

SOLD TO ACCOUNT NO. s.17
N° DE COMPTE DE L'ACHETEUR

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

INVOICE NUMBER: N° DE LA FACTURE:	G825230
INVOICE DATE: DATE DE LA FACTURE:	11/19/2014
DUE DATE: DATE D'ÉCHÉANCE:	12/19/2014

PLEASE REMIT TO/PAYER À
GRAND & TOY LIMITED
PO BOX 5500
DON MILLS ON M3C 3L5

PLEASE PAY / S.V.P. VERSEZ $0.00

AMOUNT PAID / MONTANT PAYÉ $ XXXXXX XX

OfficeMax GRAND&TOY

Packing Slip

Order # 217727-00

Sold To Acct # s.17

Order Date 11/18/2014

NOV 20 2014

Sold To:
Sold to acct#: s.17
BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
Ship to acct#: s.17
BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
617 GOVERNMENT ST
4TH FLR
VICTORIA BC V8V 1X4

Route #	Stop #	Wave#
KV1	1	9

Attention: LEILA KUJANPAA
Po#: LEILA KUJANPAA
Ship to Phone #:
PST Exempt #:
Cost Centre Dept #:
Requisition / Ship To Po #:

Ship Whse	Sales #	Order Taker	Order Date	Required Date	Sales Div	Order Type	Freight	Carrier
R0	51642	M0525M06	11/18/2014	11/18/2014	K0	SI	PRE-PAID	**BEST AVAILABLE

Order Qty	Unit of Measure	Description	Product #	Ship Qty	Unit of Measure	Qty Back Ordered	Net Unit Price	Extended Amount	Tax* Flag	Qty Returned	Location
		THANK YOU FOR SHOPPING AT GRAND AND TOY									
1	EA	E260 RETURN PROGRAM CARTRIDGE	E260A11A	1	EA		110.35	110.35	PG		PL033A1
		Order paid by credit card....Authorization #161628									

PLEASE CHECK YOUR ORDER AS SOON AS IT ARRIVES

If your 'stock product' purchase is unsatisfactory, please contact our Customer Service Department within 30 days of the purchase at 1-866-391-8111 for return instructions and a Return Authorization #.

Any item for return must be returned **complete and in it's original packaging including all manuals and accessories etc.** Technology items must be unopened.

Non-Stock Special and Extended Delivery items are Not Returnable

SUBTOTAL	110.35	
TOTAL GST(894032192RT)	5.52	
TOTAL PST	7.72	
ORDER TOTAL	123.59	

*Applicable taxes P=PST G=GST H=HST

217727-00/000000473/11181807P

Page 1 of 1 November 18,2014

Customer Service
Telephone: 1-866-391-8111
Fax: 1-866-391-8555

Kujanpaa, Leila GCPE:EX

From: Jason Burns <jasonburns@grandandtoy.com>
Sent: Wednesday, November 19, 2014 10:28 AM
To: Kujanpaa, Leila GCPE:EX
Subject: Order Number 200109

Good Morning Leila,

Thank you for contacting Office Max Grand and Toy Customer Solutions team. We have received your request to look into the following and will be contacting you shortly with all the details required to resolve your request.

Order # 200109

PO # G84644

Issue: Missing carton 500 from your order:

E260A11A E260 RETURN PROGRAM CARTR 1 EA

Update: **We have submitted a short ship credit to be processed for the above missing item from your order.**

I will be working with the warehouse to have this credit released.

In the meantime a new order has been placed for this missing item.

Your new order number is: 217727

Your order should be delivered today.

As we will be handling all aspects of your inquiry please feel free to contact me directly with any questions or concerns you may have.

My contact information is below.

If this request has already been completed to your satisfaction please advise so investigation can be closed.

Thank you for your patience.

Jason Burns | CCR, Customer Care- Customer Solutions

11522 168 St , Edmonton, AB, T5M 3T9

E-mail: jasonburns@officemaxcanada.com | Tel: 780-443-5033

OFFICE SUPPLIES | INTERIORS & FURNITURE | PRINT & DOCUMENTS | FACILITY RESOURCES | TECHNOLOGY

officemaxcanada.com

Thank you for placing your order with OfficeMax Grand & Toy. Please refer to the Order Number when making inquiries.

Order#: 217727 00

Sold.To: s.17

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
PO BOX 9409 STN PROV GOVT

VICTORIA BC V8W 9V1
CAN

Ship.To: s.17

BC MIN TECH, INNV & CITZ SERV
FINANCIAL SERVICES
617 GOVERNMENT ST
4TH FLR
VICTORIA BC V8V 1X4
CAN

Contact:

Contact: Leila Kujanpaa 250-387-2526

Sold.To PO#:

Ship.To PO#: LEILA KUJANPAA

Product	Description	Quantity	UM	Unit Price	Total Sales
E260A11A	E260 RETURN PROGRAM CARTRIDGE	1	EA	110.35	110.35

PST tax	7.72
GST tax	5.52
Order Total:	123.59

Kujanpaa, Leila GCPE:EX

From: Amanda Soucy <amandasoucy@grandandtoy.com>
Sent: Tuesday, November 18, 2014 1:18 PM
To: Kujanpaa, Leila GCPE:EX
Subject: Re: missing toner

Hi Leila,

Thank you for getting back to me. You should be receiving 2 emails shortly the first one will be advising that there has been a request submitted advising of your short shipment, the 2nd email is your new order confirmation for the toner E260A11A .

Please let me know there are any issues or if you have any questions.

Have a nice day,
Amanda

On Tue, Nov 18, 2014 at 4:07 PM, Kujanpaa, Leila GCPE:EX <Leila.Kujanpaa@gov.bc.ca> wrote:

Hi Amanda,

Thank you for the update, I think we should go with the reorder of the toner E260A11A. Please advise if there is anything that I should do or send you.

Thank you,

Leila Kujanpaa

Financial Services Clerk

Government Communications and Public Engagement

Phone: 250 387-2526 / Fax: 250 387-6687

Please consider the environment before printing this email.

--

Amanda Soucy | CustomerCare Representative, Customer Care

900 Belfast Rd, Ottawa, ON, K1G 0Z6
E-mail: amandasoucy@officemaxcanada.com | Tel: 866-391-8111 | Fax: 866-391-8555

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officemaxcanada.com

If you have any comments with the service I have provided to you please l[illegible] my manager kn[illegible], your feedback is very important to us.
heathersaumur@officemaxcanada.com

Kujanpaa, Leila GCPE:EX

From:	automatedemail@grandtoy.com
Sent:	Tuesday, November 18, 2014 1:53 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	Thank you for shopping with officemaxcanada.com

OfficeMax
GRAND&TOY

Thank You For Your Order
Leila Kujanpaa

November 18, 2014

Account # s.17

Thank you for placing your order on officemaxcanada.com under s.17

Your Order number 217727, placed on November 18, 2014 and your PO Number is LEILA KUJANPAA.
Please refer to your order number when making inquiries.

Order # 217727 - Order being processed PO# LEILA KUJANPAA Account #131192

Lexmark Monochrome Cartridge E260A11A	$110.35 EA	Qty: 1	**$110.35**

Subtotal	**$110.35**
GST/HST	$5.52
PST	$7.72
Total Order	**$123.59**

Customer Service

For more information about shipping, changing your order and/or returns, please contact Customer Service,
Monday - Friday 9:00AM - 7:30 PM EST.

Live @ Customerservice@officemaxcanada.com 1.866.391.8111

Chat

OFFICE SUPPLIES INTERIORS & FURNITURE PRINT & DOCUMENTS FACILITY RESOURCES TECHNOLOGY
Customer Care | Terms & Conditions | Privacy Policy

Kujanpaa, Leila GCPE:EX

From: Amanda Soucy <amandasoucy@grandandtoy.com>
Sent: Wednesday, November 19, 2014 6:09 AM
To: Kujanpaa, Leila GCPE:EX
Subject: Re: missing toner

Good morning Leila,

I can take a look do you have the order confirmation for the new order? I'll try and cancel it.

Thank you,
Amanda

On Tue, Nov 18, 2014 at 6:15 PM, Kujanpaa, Leila GCPE:EX <Leila.Kujanpaa@gov.bc.ca> wrote:

Hi Amanda,

The other Lexmark toner just arrived in our office. If the one you just ordered can't be stopped, I will return it when it comes in.

Thank you so much for your help!

Leila

From: Amanda Soucy [mailto:amandasoucy@grandandtoy.com]
Sent: Tuesday, November 18, 2014 1:18 PM
To: Kujanpaa, Leila GCPE:EX
Subject: Re: missing toner

Hi Leila,

Thank you for getting back to me. You should be receiving 2 emails shortly the first one will be advising that there has been a request submitted advising of your short shipment, the 2nd email is your new order confirmation for the toner E260A11A .

Please let me know there are any issues or if you have any questions.

Have a nice day,

Amanda

On Tue, Nov 18, 2014 at 4:07 PM, Kujanpaa, Leila GCPE:EX <Leila.Kujanpaa@gov.bc.ca> wrote:

Hi Amanda,

Thank you for the update, I think we should go with the reorder of the toner E260A11A. Please advise if there is anything that I should do or send you.

Thank you,

Leila Kujanpaa

Financial Services Clerk

Government Communications and Public Engagement

Phone: 250 387-2526 / Fax: 250 387-6687

--

Amanda Soucy | CustomerCare Representative, Customer Care

900 Belfast Rd, Ottawa, ON, K1G 0Z6
E-mail: amandasoucy@officemaxcanada.com | Tel: 866-391-8111 | Fax: 866-391-8555

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officemaxcanada.com

If you have any comments with the service I have provided to you please let my manager know, your feedback is very important to us.
heathersaumur@officemaxcanada.com

--

Amanda Soucy | CustomerCare Representative, Customer Care

900 Belfast Rd, Ottawa, ON, K1G 0Z6
E-mail: amandasoucy@officemaxcanada.com | Tel: 866-391-8111 | Fax: 866-391-8555

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If you have any comments with the service I have provided to you please let my manager know, your feedback is very important to us.
heathersaumur@officemaxcanada.com

BRITISH COLUMBIA

Tech, In ation & Citizens' Svcs CSCD
Queen's Printer
Distribution Centre - Victoria
(250)387-3309

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number **93349699**	Date **07-Nov-2014**
Sales Order/PO No. **20141027113730259**	
Customer Ref./PO Date **28-Oct-2014**	
Delivery Number **82785346**	Date **06-Nov-2014**
Order Number **32699069**	Date **28-Oct-2014**
Customer Number/2nd Reference No. **116607 /**	
Originator/Telephone **Leila Kujanpaa / 250 387-2526**	

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001212	TONER CARTRIDGE, HP, CYAN, Q7581A	1 EA	193.20 /EA	193.20	P
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1 EA	193.30 /EA	193.30	P
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1 EA	193.20 /EA	193.20	P
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1 EA	147.66 /EA	147.66	P

Subtotal			727.36
PST	7.000 %	727.36	50.92
Total (CAD)			778.28

QUALIFIED RECEIVER

DATE: 14.11.26

SIGNATURE: refer to attached
RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 11/13/2014 05:42:26

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Distribution Centre - Victoria
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Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number 93349699	Date 07-Nov-2014
Sales Order/PO No. 20141027113730259	
Customer Ref./PO Date 28-Oct-2014	
Delivery Number 82785346	Date 06-Nov-2014
Order Number 32699069	Date 28-Oct-2014
Customer Number/2nd Reference No. 116607 /	
Originator/Telephone Leila Kujanpaa / 250 387-2526	

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001212	TONER CARTRIDGE, HP, CYAN, Q7581A	1 EA	193.20 /EA	193.20	P
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1 EA	193.30 /EA	193.30	P
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1 EA	193.20 /EA	193.20	P
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1 EA	147.66 /EA	147.66	P

Subtotal			727.36
PST	7.000 %	727.36	50.92
Total (CAD)			778.28

QUALIFIED RECEIVER

DATE: Nov 25 2014

SIGNATURE: Rachel E. Nesbitt

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 11/13/2014 05:42:26

✓ CSCD

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	Tuesday, October 28, 2014 3:10 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	RE: Order from QP 20141027113730259

RE: Order from QP 20141027113730259 ✓
TO: Leila Kujanpaa
AD: SMTP:qp.order@gov.bc.ca

Sales order 0032699069 has been accepted for posting.

Customer Number : 38229
Name : GCPE-COMM SPORT & CULTURAL DEV ✓
GOVT COMM & PUBLIC ENGAGEMENT

800 JOHNSON ST 1ST FLRPO BOX 9848 STN PROV GOVT, VICTORIA, BC, V8W 1N3

Customer Reference Number: 20141027113730259

Order date: 10/28/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001212	TONER CARTRIDGE, HP, CYAN, Q7581A	1	193.20	193.20
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1	193.30	193.30
6850001213	TONER CARTRIDGE, HP, YELLOW, Q7582A	1	193.20	193.20
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	1	147.66	147.66

==============

TOTAL EXCLUDING HST/SHIPPING $********727.36
TOTAL TAX (if applicable) $********50.92
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********778.28 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

CSCD

20141027113730259

CSCD – GCPE Supply Orders

Oct. 20, 2014

Supplier	Description	Quantity	Stock/Item #	Amount	Total
Office Products	**Hewlett-Packard Toner Cartridge** *Q6470A, BLACK*	1	6850001211	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7582A, YELLOW*	1	6850001213	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7583A, MAGENTA*	1	#6850001214	**$195.60**	**$195.60**
Office Products	**Hewlett-Packard Toner Cartridge** *Q7581A, Cyan*	1	#6850001212	**$195.60**	**$195.60**

Total: $782.40

Kujanpaa, Leila GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	Monday, October 27, 2014 11:12 AM
To:	Doidge, Tracey GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Approval Required - Office Supply Order
Attachments:	Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Monday, October 27, 2014 8:31 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Order

Morning Denise,

Please find attached last Friday's office supply orders for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: October 24, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CSCD	HP black toner	1	$195.60	ea	$195.60	
CSCD	HP yellow toner	1	$195.60	ea	$195.60	
CSCD	HP magenta toner	1	$195.60	ea	$195.60	
CSCD	HP cyan toner	1	$195.60	ea	$195.60	
JTST	blue pens	10	$1.52	ea	$15.20	
JTST	steno pads	5	$0.72	ea	$3.60	
JTST	post it notes	18	$1.24	ea	$22.32	
JTST	notebooks	5	$1.77	ea	$8.85	
JTST	red pens	5	$0.95	ea	$4.75	
JTST	dish soap	1	$3.85	ea	$3.85	
JTST	note pad 8.5 X 11"	5	$0.99	ea	$4.95	
JTST	green works - wipes	2	$5.90	ea	$11.80	
JTST	note book - black	5	$5.70	ea	$28.50	
JTST	black sharpies	10	$0.79	ea	$7.90	
JTST	3/4" paper clamps	3	$0.57	/box	$1.71	
JTST	packing tape	2	$2.73	roll	$5.46	
OPR-Graphics	Moab Entrada white paper	3	$59.99	/box	$179.97	
OPR	composition books	20	$3.09	ea	$61.80	
OPR	5 X 8" perforated note pads	20	$0.74	ea	$14.80	
OPR	5 X 8" canary note pads	20	$1.00	ea	$20.00	
OPR	steno pads	20	$0.58	ea	$11.60	
OPR	ruled letter pads, canary	20	$0.95	ea	$19.00	
OPR	scissors	6	$9.92	ea	$59.52	
OPR	notebooks - Tiffany	2	$5.92	ea	$11.84	
OPR	notebooks - Tiffany	2	$4.23	ea	$8.46	
OPR	black pens - Tiffany	3	$1.14	ea	$3.42	
OPR	pen - Tiffany	1	$1.61	ea	$1.61	
Total All GCPE					$1,293.31	

BRITISH COLUMBIA

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Queen's Printer
Distribution Centre - Victoria
(250)387-3309

RECEIVED
OCT 29 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number 93340017
Date 24-Oct-2014
Sales Order/PO No. 201410141143971
Customer Ref./PO Date 14-Oct-2014
Delivery Number 82780460
Date 27-Oct-2014
Order Number 32692828
Date 14-Oct-2014
Customer Number/2nd Reference No. 116607 /
Originator/Telephone Alexandra Bata / 250 387-0082

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001164	TONER CARTRIDGE, HP, BLACK, Q5942X	2 EA	245.54 /EA	491.08	P

Subtotal				491.08
PST	7.000	%	491.08	34.38
Total (CAD)				525.46 ✓ W

Tax Indicators: G - GST/HST P - PST PST# PST-1012-6318

Printed: 10/29/2014 05:41:58

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Tech, Innova*ⁿ & Citizens` Svcs LOPR
Queen's Prin.
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

RECEIVED
OCT 27 2014

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82780460 ✓
Customer Ref./PO No.
201410141143971 ✓
Customer Ref./PO Date
2014/10/14
Order No./Date
32692828 / 2014/10/14
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/10/24 / Alexandra Bata

Page 1 of 1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0010	6850001164 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 4250/4350, BLACK, YIELD 20000, Q5942X	2	2	0	0	245.54

Bata, Alex I GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	Tuesday, October 14, 2014 11:19 AM
To:	Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201410141143971

RE: Order from QP 201410141143971
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032692828 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201410141143971

Order date: 10/14/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001164	TONER CARTRIDGE, HP, BLACK, Q5942X	2	245.54	491.08

==============
TOTAL EXCLUDING HST/SHIPPING $********491.08
TOTAL TAX (if applicable) $********34.38
TOTAL SHIPPING (if applicable) $********0.00
==============
GRAND TOTAL $********525.46

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201410141143971 - accepted

BRITISH COLUMBIA

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Distribution Centre - Victoria
1 800 282 7955

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GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
VICTORIA BC V8W 9V1

Standard Order

Document Number
32692828

Order Date
2014/10/14

Customer Ref./PO No.
201410141143971

Customer Ref./PO Date
2014/10/14

Cust. No./2nd Reference No.
116607

Page 1 of 1

*

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity	Price/Unit	Value
0010	6850001164 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 4250/4350, BLACK, YIELD 20000, Q5942X Proposed delivery schedule for this material as follows: Date Quantity 2014/10/23 2	2 EA	245.54 /EA	491.08
Sub Total				491.08
PST		7.000 %	491.08	34.38
Total				525.46

PST-1012-8318 Printed: 2014/10/14 11:18:57

Doidge, Tracey GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	Friday, October 17, 2014 3:22 PM
To:	Doidge, Tracey GCPE:EX
Cc:	Bata, Alex I GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Friday, October 17, 2014 3:09 PM
To: Champion, Denise GCPE:EX
Cc: Bata, Alex I GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: October 10, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CFD	30' cable	1	$19.99	each	$19.99	As per Ryan - less expensive to run cable across 2 cubicles, rather than Shaw coming in to move a cable drop
ENV	flexible white board calendar - erasable	1	$16.31	each	$16.31	
HQ	dividers - write-on	10	$1.63	/pkg	$16.30	
HQ	paper	200	$5.06	/pkg	$1,012.00	
HQ	notebooks	20	$4.75	each	$95.00	
HQ	pens	2	$16.56	12/box	$33.12	
HQ	stamp "scanned"	1	$9.75	each	$9.75	
HQ - HR	toner	2	$245.54	each	$491.08	
Total All GCPE					$1,693.55	

BRITISH COLUMBIA

Tech, Ir ation & Citizens' Svcs
Queen's nter
Distribution Centre - Victoria
(250)387-3309

EM

RECEIVED
SEP 17 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number: 93318491 Date: 12-Sep-2014

Sales Order/PO No.: 201498141522171

Customer Ref./PO Date: 08-Sep-2014

Delivery Number: 82763398 Date: 11-Sep-2014

Order Number: 32675659 Date: 08-Sep-2014

Customer Number/2nd Reference No.: 116607 /

Originator/Telephone: Alexandra Bata / 250 812-9698

Ship To: 36757

GCPE - ENERGY & MINES
1810 BLANSHARD ST 6TH FLR
PO BOX 9380 STN PROV GOVT
VICTORIA BC V8T 4J1

Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0212

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001300	TONER CARTRIDGE, LEXMARK E260	1 EA	130.35 /EA	130.35	P

Subtotal			130.35
PST	7.000 %	130.35	9.12
Total (CAD)			139.47

QUALIFIED RECEIVER

DATE: 14-09-17

SIGNATURE: refer to attached
MARYANN ANDERSON

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 09/17/2014 05:42:03

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Inter-Ministry Chargeback Advice

Document Number 93318491	Date 12-Sep-2014
Sales Order/PO No. 201498141522171	
Customer Ref./PO Date 08-Sep-2014	
Delivery Number 82783399	Date 11-Sep-2014
Order Number 32675869	Date 08-Sep-2014
Customer Number/2nd Reference No. 116607 /	
Originator/Telephone Alexandra Bata / 250 812-9696	

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 36757

GCPE - ENERGY & MINES
1810 BLANSHARD ST 6TH FLR
PO BOX 9360 STN PROV GOVT
VICTORIA BC V8T 4J1

Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0212

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001300	TONER CARTRIDGE, LEXMARK E260	1 EA	130.35 /EA	130.35	P

Subtotal			130.35
PST	7.000 %	130.35	9.12
Total (CAD)			139.47

QUALIFIED RECEIVER

DATE:

SIGNATURE: MARYANN ANDERSON

Tax Indicators: G - GST/HST P - PST PST# PST-1012-5516

Printed: 09/17/2014 05:42:03

Bata, Alex I GCPE:EX MNG-D

From:	qp.order@gov.bc.ca
Sent:	Monday, September 8, 2014 2:49 PM
To:	Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201498141522171

RE: Order from QP 201498141522171
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032675659 has been accepted for posting.

Customer Number : 36757
Name : GCPE - ENERGY & MINES (MNG-D)
GOVT COMM & PUBLIC ENGAGEMENT

1810 BLANSHARD ST 6TH FLRPO BOX 9380 STN PROV GOVT, VICTORIA, BC, V8T 4J1

Customer Reference Number: 201498141522171

Order date: 09/08/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001300	TONER CARTRIDGE, LEXMARK E260	1	130.35	130.35

===============

TOTAL EXCLUDING HST/SHIPPING $********130.35
TOTAL TAX (if applicable) $********9.12
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********139.47

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For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201498141522171 - accepted

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VICTORIA BC V8T 4J1

Ship To:
GCPE - ENERGY & MINES
GOVT COMM & PUBLIC ENGAGEMENT
1810 BLANSHARD ST 6TH FLR
VICTORIA BC V8T 4J1

Standard Order

Document Number
32675659

Order Date
2014/09/08

Customer Ref./PO No.
201498141522171

Customer Ref./PO Date
2014/09/08

Cust. No./2nd Reference No.
36757

Page 1 of 1

*

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity	Price/Unit	Value
0010	6850001300 TONER CARTRIDGE, LEXMARK, E260/E36X/E46X, BLACK, YIELD 3500, E260A11A Proposed delivery schedule for this material as follows: Date Quantity 2014/09/11 1	1 EA	130.35 /EA	130.35
Sub Total				130.35
PST		7.000 %	130.35	9.12
Total				139.47

PST-1012-8318 Printed: 2014/09/08 14:49:15

DCV Confirm Order

☐	Product	Qty	Unit Price	Total	Notes
☐	Lexmark Toner Cartridge E260A11A Product: #6850001300	1	130.35	130.35	
Subtotal:				130.35	
Shipping:				0.00	
GST/HST:				0.00	
PST:				9.12	
Total amount for this order:				$139.47	

Customer Identification:	
Customer Number:	36757
Name:	Alexandra Bata
Telephone:	250 812-9698
Email:	alex.bata@gov.bc.ca
Reference Number:	201498141522171
Account Coding:	
Fiscal year:	2015
Client Ministry:	112
Responsibility:	32348
Service Line:	34420
STOB:	6305
Project:	32N0212
Ship To:	
Name:	GCPE - ENERGY & MINES
	1810 BLANSHARD ST 6TH FLR

Address:	PO BOX 9380 STN PROV GOVT
City:	VICTORIA
Province:	BC
Postal Code:	V8T 4J1
Expense Authority Email:	TRACEY.DOIDGE@GEMS9.GOV.BC.CA
Notes to Expense Authority:	

Bata, Alex I GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	Monday, September 8, 2014 1:50 PM
To:	Bata, Alex I GCPE:EX
Subject:	FW: GCPE, Energy and Mines - Office Supply Order_SEPT2014.xls
Attachments:	GCPE, Energy and Mines - Office Supply Order_SEPT2014.xls

Hi Alex,
Please proceed with this order.
Thanks,
Tracey

From: Anderson, Maryann GCPE:EX
Sent: Monday, September 8, 2014 10:39 AM
To: GCPE Purchasing GCPE:EX
Subject: GCPE, Energy and Mines - Office Supply Order_SEPT2014.xls

Office Supply Order (If possible, can this go in before Friday?).

Please deliver to:

GCPE Communications
Ministry of Natural Gas Development
6th Floor
1810 Blanshard Street
Victoria

	Other Supplies Required - Not Included Above			
Supplier	Description	Quantity	Stock/Item #	Amount
DCV	Laser Cartridge	1	#6850001300	$ 130.35

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(250)387-3309

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Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number **93316348**	Date **09-Sep-2014**
Sales Order/PO No. **201495145714830**	
Customer Ref./PO Date **05-Sep-2014**	
Delivery Number **82762433**	Date **10-Sep-2014**
Order Number **32674908**	Date **05-Sep-2014**
Customer Number/2nd Reference No. **116607 /**	
Originator/Telephone **Alexandra Bata / 250 387-0082**	

Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0113

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001156	TONER CARTRIDGE, HP, BLACK, Q2670A	1 EA	150.55 /EA	150.55	P

Subtotal				150.55
PST	7.000	%	150.55	10.54
Total (CAD)				161.09

UK

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

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469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82762433
Customer Ref./PO No. ✓
201495145714830
Customer Ref./PO Date
2014/09/05
Order No./Date
32674908 / 2014/09/05
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/09/09 / Alexandra Bata

Page 1 of 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price

****
Clearance Sale going on now on select merchandise at 10-50% off. Check out our shopping cart at <www.dcv.gov.bc.ca>.

Clearance Items are available while quantities last. Any clearance items purchased and returned to DCV for a refund will not be credited as returns on these items are not accepted unless there is a manufactures defect.
****

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0010	6850001156 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3500/3550/3750, BLACK, YIELD 6000, Q2670A	1	1	0	0	150.55

Bata, Alex I GCPE:EX

From: qp.order@gov.bc.ca
Sent: Friday, September 5, 2014 3:19 PM
To: Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: Order from QP 201495145714830

RE: Order from QP 201495145714830
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032674908 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201495145714830

Order date: 09/05/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001156	TONER CARTRIDGE, HP, BLACK, Q2670A	1	150.55	150.55

==============

TOTAL EXCLUDING HST/SHIPPING $********150.55
TOTAL TAX (if applicable) $********10.54
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********161.09

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For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201495145714830 - accepted

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PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
VICTORIA BC V8W 9V1

Standard Order

Document Number
32674908

Order Date
2014/09/05

Customer Ref./PO No.
201495145714830

Customer Ref./PO Date
2014/09/05

Cust. No./2nd Reference No.
116607

*

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity	Price/Unit	Value
0010	6850001156 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3500/3550/3750, BLACK, YIELD 6000, Q2670A Proposed delivery schedule for this material as follows: Date Quantity 2014/09/10 1	1 EA	150.55 /EA	150.55
Sub Total				150.55
PST		7.000 %	150.55	10.54
Total				161.09

PST-1012-8318 Printed: 2014/09/05 15:19:20

Bata, Alex I GCPE:EX

From: Grills, Kiran GCPE:EX
Sent: Friday, September 5, 2014 1:15 PM
To: GCPE Purchasing GCPE:EX
Subject: Toner Cartridge

May I please order toner cartridge # 6850001156

Thank you.

Kiran Grills
A/Executive Coordinator
Deputy Minister's Office
Government Communications and Public Engagement
Ph: 250 356-2277
Cell: 778 677-3555
Fax: 250 387-3534

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Inter-Ministry Chargeback Advice

Document Number: 93310721 Date: 02-Sep-2014
Sales Order/PO No.: 201482914254262 ✓
Customer Ref./PO Date: 29-Aug-2014
Delivery Number: 82759681 ✓ Date: 04-Sep-2014
Order Number: 32670420 Date: 29-Aug-2014
Customer Number/2nd Reference No.: 116607 /
Originator/Telephone: Leila Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 38229 ✓

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	2 EA	299.53 /EA	599.06	P

Subtotal			599.06
PST	7.000 %	599.06	41.93
Total (CAD)			640.99 VLK

QUALIFIED RECEIVER

DATE: 14.09.15

SIGNATURE: refer to attached

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed. 09/05/2014 05.42:23

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Inter-Ministry Chargeback Advice

Document Number	Date
93310721	02-Sep-2014

Sales Order/PO No.
201482914254262

Customer Ref./PO Date
29-Aug-2014

Delivery Number	Date
82759681	04-Sep-2014

Order Number	Date
32670420	29-Aug-2014

Customer Number/2nd Reference No.
116607 /

Originator/Telephone
Leila Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
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PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 38229

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Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	2 EA	299.53 /EA	599.06	P

Subtotal			599.06
PST	7.000 %	599.06	41.93
Total (CAD)			640.99

QUALIFIED RECEIVER

DATE: Sept. 15, 2014

SIGNATURE: Rachel E. Nesbitt

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 09/05/2014 05:42:23

CSCD

Kujanpaa, Leila GCPE:EX

From: qp.order@gov.bc.ca
Sent: Friday, August 29, 2014 2:05 PM
To: Kujanpaa, Leila GCPE:EX
Subject: RE: Order from QP 201482914254262

RE: Order from QP 201482914254262
TO: Leila Kujanpaa
AD: SMTP:qp.order@gov.bc.ca

Sales order 0032670420 has been accepted for posting.

Customer Number : 38229
Name : GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT

800 JOHNSON ST 1ST FLRPO BOX 9848 STN PROV GOVT, VICTORIA, BC, V8W 1N3

Customer Reference Number: 201482914254262

Order date: 08/29/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	2	299.53	599.06

==============
TOTAL EXCLUDING HST/SHIPPING $********599.06
TOTAL TAX (if applicable) $********41.93
TOTAL SHIPPING (if applicable) $********0.00
==============
GRAND TOTAL $********640.99

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please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

CSCD
2014829133934
20148291425426269

CSCD – GCPE Supply Orders

August 29, 2014

Supplier	Description	Quantity	Stock/Item #
Office Products	Dividers looseleaf binders, 31 pak Rapidex Colour coded system 8.5"x11"	8	7530412004
Office Products	White Binder Billboard 2 inch Inside Pockets	5	7510041026
Office Products	Dividers 3-hole numeric, 1-15 pak 8.5"x11"	10	7530411014
Office Products	Lexmark Toner Cartridge 64015 HA, black	2	685000203
Office Products	Copy Paper, 8.5"x14", Recycled, White	20 pak	7530642002

Kujanpaa, Leila GCPE:EX

From:	GCPE Purchasing GCPE:EX
Sent:	Friday, August 29, 2014 1:41 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Rush: Office Supply order
Attachments:	Supply Order_August 29, 2014.docx

From: Nesbitt, Rachel GCPE:EX
Sent: Friday, August 29, 2014 11:00 AM
To: GCPE Purchasing GCPE:EX
Cc: Hagerman, Shannon GCPE:EX
Subject: Rush: Office Supply order

Hi

Could I please have this office supply put on order to arrive next week.

Thanks,

Rachel

Rachel Nesbitt
Government Communications and Public Engagement
The Ministry of Community, Sport and Cultural Development
Ph: 250 387-0104 BB: 778-679-8645

Kujanpaa, Leila GCPE:EX

From: Bata, Alex I GCPE:EX
Sent: Friday, August 29, 2014 1:41 PM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: Copy of Office Supply Requests August.xlsx
Attachments: Copy of Office Supply Requests August.xlsx

From: Champion, Denise GCPE:EX
Sent: Friday, August 29, 2014 1:41 PM
To: Bata, Alex I GCPE:EX
Subject: FW: Copy of Office Supply Requests August.xlsx

Approved. Thanks!

From: Bata, Alex I GCPE:EX
Sent: Friday, August 29, 2014 1:23 PM
To: Champion, Denise GCPE:EX
Subject: Copy of Office Supply Requests August.xlsx

Hi Denise

Attached are this week's office supply requests for your approval.

Thank you
Alex

GCPE's Supply Requests
Week Ending: Aug 29, 2014

GCPE-Office	Supplier	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
OPR		AA Batteries	18	$3.05		$54.90	
		AAA Batteries	12	$3.25		$39.00	
CSCD		Dividers looseleaf binders, 31 pak Rapidex Colour coded system 8.5"x11"	8	$6.25		$50.00	
		White Binder Billboard 2 in inside pockets	5	$4.75		$23.75	
		Dividers 3-hole numeric, 1-15 pak 8.5"x11"	10	$2.56		$25.60	
		Lexmark Toner Cartridge 64015 HA, black	2	$299.53		$599.06	
		Copy Paper, 8.5"x14", Recycled, White	20	$6.45		$129.00	
Total All GCPE						$921.31	

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Bill To: 116607

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GOVT COMM & PUBLIC ENGAGEMENT
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Inter-Ministry Chargeback Advice

Document Number 93288579 Date 21-Jul-2014

Sales Order/PO No. 201471814331466 ✓

Customer Ref./PO Date 18-Jul-2014

Delivery Number 82743735 ✓ Date 23-Jul-2014

Order Number 32651040 Date 18-Jul-2014

Customer Number/2nd Reference No. 116607 /

Originator/Telephone Leila Kujanpaa / 250 387-2526

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV ✓
800 JOHNSON ST 1ST FLR
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Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	3 EA	147.66 /EA	442.98	P

Subtotal				442.98
PST	7.000 %		442.98	31.01
Total (CAD)				473.99 ✓ LK

QUALIFIED RECEIVER

DATE: 14.07.28

SIGNATURE: refer to attached

RACHEL NESBITT

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Bill To: 116607

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GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Inter-Ministry Chargeback Advice

Document Number: 93288579 | Date: 21-Jul-2014
Sales Order/PO No.: 201471814331466
Customer Ref./PO Date: 18-Jul-2014
Delivery Number: 82743735 | Date: 23-Jul-2014
Order Number: 32651040 | Date: 18-Jul-2014
Customer Number/2nd Reference No.: 116607 /
Originator/Telephone: Leila Kujanpaa / 250 387-2526

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
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Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	3 EA	147.66 /EA	442.98	P

Subtotal			442.98
PST	7.000 %	442.98	31.01
Total (CAD)			473.99

QUALIFIED RECEIVER

DATE: 14.07.

SIGNATURE: Rachel E. Nesbitt

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-6318

Printed: 07/24/2014 05:42:35

✓ CSCD

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	Friday, July 18, 2014 2:49 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	RE: Order from QP 201471814331466

RE: Order from QP 201471814331466 ✓
TO: Leila Kujanpaa
AD: SMTP:qp.order@gov.bc.ca

Sales order 0032651040 has been accepted for posting.

Customer Number : 38229
Name : GCPE-COMM SPORT & CULTURAL DEV ✓
GOVT COMM & PUBLIC ENGAGEMENT

800 JOHNSON ST 1ST FLRPO BOX 9848 STN PROV GOVT, VICTORIA, BC, V8W 1N3

Customer Reference Number: 201471814331466

Order date: 07/18/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	3	147.66	442.98

===============

TOTAL EXCLUDING HST/SHIPPING $********442.98
TOTAL TAX (if applicable) $********31.01
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********473.99 ✓

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please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

CSCD

20147181433146б

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: Friday, July 18, 2014 11:53 AM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: CSCD Comm - ordering toner cartridge

Please proceed once Denise approves.

Thank you,
Tracey

From: Gallant, Linda GCPE:EX
Sent: Wednesday, July 16, 2014 10:37 AM
To: GCPE Purchasing GCPE:EX
Cc: Giles, Alison GCPE:EX
Subject: CSCD Comm - ordering toner cartridge

Hello, please order for CSCD Comm shop,
3 cartridges for their printer, they are out and also require back up supply for upcoming UBCM.
For printer HP Laser Jet CP3505X, cartridge # Q6470A.
Product from Office Products #6850001211 @ 147.66 for 3 cartridges – black.

Thank you, Linda

From: Giles, Alison GCPE:EX
Sent: Wednesday, July 16, 2014 10:29 AM
To: Gallant, Linda GCPE:EX
Subject: RE: Cartridge #

Q6470A

Thanks Linda.

From: Gallant, Linda GCPE:EX
Sent: Wednesday, July 16, 2014 10:27 AM
To: Giles, Alison GCPE:EX
Subject: Cartridge #

Hi Alison,
I require a cartridge number for the toner.
Cheers, L

From:	Champion, Denise GCPE:EX
Sent:	Friday, July 18, 2014 2:27 PM
To:	Doidge, Tracey GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Friday, July 18, 2014 11:52 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: July 18, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CSCD	toner cartridges	3	$147.66	each	$442.98	
HS	paper - 3-hole-punched	2	$7.96	/pkg	$15.92	
Total All GCPE					$458.90	

BRITISH COLUMBIA

Tech, Inn ition & Citizens' Svcs
Queen's , ter
Distribution Centre - Victoria
(250)387-3309

√OPR

RECEIVED
JUL 1 0 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number	Date
93281912	07-Jul-2014

Sales Order/PO No.
201463091639103 ✓

Customer Ref./PO Date
30-Jun-2014

Delivery Number	Date
82738491 ✓	15-Jul-2014

Order Number	Date
32640941	30-Jun-2014

Customer Number/2nd Reference No.
116607 /

Originator/Telephone
Leila Kujanpaa / 250 387-2526

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001300	TONER CARTRIDGE, LEXMARK E260	3 EA	130.35 /EA	391.05	P

Subtotal			391.05
PST	7.000 %	391.05	27.37
Total (CAD)			418.42

√ UR

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 07/10/2014 05:42:25

BRITISH COLUMBIA

Tech, Innovation & Citizens` Svcs ✓ OPR
Queen's Prin
Distribution Centre - Victoria
250-952-4460 OR 1-800-282-7955

RECEIVED
JUL - 8 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List (BACKORDER)

Delivery Number
82738491 ✓
Customer Ref./PO No.
201463091639103 ✓
Customer Ref./PO Date
2014/06/30
Order No./Date
32640941 / 2014/06/30
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/07/07 / Leila Kujanpaa

Page 1 of 1

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0010	6850001300 TONER CARTRIDGE, LEXMARK, E260/E36X/E46X, BLACK, YIELD 3500, E260A11A	6	3	3	0	130.35

✓ OPR

Kujanpaa, Leila GCPE:EX

From: qp.order@gov.bc.ca
Sent: Monday, June 30, 2014 9:34 AM
To: Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: Order from QP 201463091639103

RE: Order from QP 201463091639103 ✓
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032640941 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201463091639103

Order date: 06/30/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001300	TONER CARTRIDGE, LEXMARK E260	6	130.35	782.10
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	2	147.66	295.32
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1	193.30	193.30

==============

TOTAL EXCLUDING HST/SHIPPING $*********1270.72
TOTAL TAX (if applicable) $********88.95
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********1359.67 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201463091639103 - accepted

OPR

20146309163903

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	regular staples	8	7510721004	$ 1.08	$ 8.64
Office Products	scissors	6	5110011003	$ 3.75	$ 22.50
Office Products	small glue stick	4	8040001009	$ 0.65	$ 2.60
Office Products	Magenta toner - HR	1	6850001214	$ 193.30	$ 193.30
Office Products	Black toner - HR	2	6850001211	$ 147.66	$ 295.32
Office Products	Lexmark E260D toner - DMO & ADMs	6	6850001300	$ 130.35	$ 782.10
Grand & Toy	post it flags - Purple - Dana	2	680-8	$ 2.53	$ 5.06
Grand & Toy	post it flags - Pink - Dana	2	680-21	$ 2.53	$ 5.06
Grand & Toy	post it flags - Green - Dana	2	680-22	$ 2.53	$ 5.06
Grand & Toy	post it flags - Blue - Dana	2	680-23	$ 2.53	$ 5.06
Grand & Toy	Paper mate flex grip fine blue pens	48	96601	$ 1.08	$ 51.84
				Total	**$ 1,376.54**

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: Friday, June 27, 2014 10:19 AM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: OPR supply order
Attachments: June 27.xls

Please proceed once Denise approves.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: Thursday, June 26, 2014 9:52 AM
To: GCPE Purchasing GCPE:EX
Subject: OPR supply order

Hi Tracey,

Here is my supply order for this week.

Thank you!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

Please consider the environment before printing this email.

Kujanpaa, Leila GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Friday, June 27, 2014 5:38 PM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Fw: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Friday, June 27, 2014 10:19 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Morning Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: June 27, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CFD	post-it arrow flags - 4 colours	4	$4.95	/pkg	$19.80	
HQ	staples	8	$1.08	/pkg	$8.64	
HQ	scissors	6	$3.75	each	$22.50	
HQ	glue stick	4	$0.65	each	$2.60	
HQ	post-it flags - purple	2	$2.53	/pkg	$5.06	
HQ	post-it flags - pink	2	$2.53	/pkg	$5.06	
HQ	post-it flags - green	2	$2.53	/pkg	$5.06	
HQ	post-it flags - blue	2	$2.53	/pkg	$5.06	
HQ	pens - papermate	4	$12.96	12/pkg	$51.84	
HQ-DM & ADMs	toner - lexmark	6	$130.35	each	$782.10	
HQ-HR	toner - magenta	1	$193.30	each	$193.30	
HQ-HR	toner - black	2	$147.66	each	$295.32	
Total					$1,396.34	

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Distribution Centre - Victoria
(250)387-3309

~OPR

RECEIVED
JUL - 7 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number	Date
93277681	02-Jul-2014

Sales Order/PO No.
201463091639103

Customer Ref./PO Date
30-Jun-2014

Delivery Number	Date
82736488	04-Jul-2014

Order Number	Date
32640941	30-Jun-2014

Customer Number/2nd Reference No.
116607 /

Originator/Telephone
Leila Kujanpaa / 250 387-2526

60

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001300	TONER CARTRIDGE, LEXMARK E260	3 EA	130.35 /EA	391.05	P
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	2 EA	147.66 /EA	295.32	P
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1 EA	193.30 /EA	193.30	P

Subtotal			879.67
PST	7.000 %	879.67	61.58
Total (CAD)			941.25

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 07/07/2014 05:41:47

BRITISH COLUMBIA

Tech, Innovation & Citizens` Svcs ✓ OPR
Queen's Prin
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

RECEIVED
JUL - 3 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82736488 ✓
Customer Ref./PO No.
201463091639103 ✓
Customer Ref./PO Date
2014/06/30
Order No./Date
32640941 / 2014/06/30
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/07/02 / Leila Kujanpaa

610

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 2
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price

****

Clearance Sale going on now on select merchandise at 10-50% off. Check out our shopping cart at <www.dcv.gov.bc.ca>.

Clearance items are available while quantities last. Clearance items are not returnable unless there is a manufacturers defect.

****

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0010	6850001300 TONER CARTRIDGE, LEXMARK, E260/E36X/E46X, BLACK, YIELD 3500, E260A11A	6	3	0	3	130.35

Proposed delivery schedule for this material as follows:

Date	Quantity
2014/07/04	3
2014/07/10	3

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0020	6850001211 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3600/3800 SERIES, BLACK, YIELD 6000, Q6470A	2	2	0	0	147.66
0030	6850001214 TONER CARTRIDGE, HEWLETT-PACKARD, HP LASERJET 3800 SERIES, MAGENTA, YIELD 6000, Q7583A	1	1	0	0	193.30

Customer Quality Assurance Slip

Thank you for your order. Your satisfaction is goal one for us. Your order was picked and packed with PRIDE by Distribution Centre Victoria inventory staff:

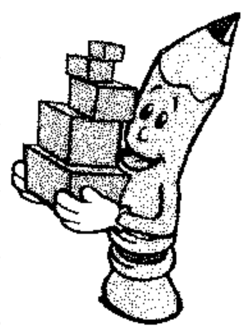
Carousel 1: L9

Carousel 2: E7

Bulk Pick by: X

Packed by: JL

Shipped by: G



If there is something further we can do to help you, please contact our customer service staff at 250 952-4460 (8:30AM to 4:00PM weekdays) or by e-mail at CustomerSer@gov.bc.ca.

After hours voice messages and emails will be immediately returned on the following work day.

OPR

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	Monday, June 30, 2014 9:34 AM
To:	Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201463091639103

RE: Order from QP 201463091639103 ✓
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032640941 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201463091639103

Order date: 06/30/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001300	TONER CARTRIDGE, LEXMARK E260	6	130.35	782.10
6850001211	TONER CARTRIDGE, HP, BLACK, Q6470A	2	147.66	295.32
6850001214	TONER CARTRIDGE, HP, MAGENTA, Q7583A	1	193.30	193.30

===============

TOTAL EXCLUDING HST/SHIPPING $********1270.72
TOTAL TAX (if applicable) $********88.95
TOTAL SHIPPING (if applicable) $********0.00

===============

GRAND TOTAL $********1359.67 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

OPR

AL 1463091637103

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	regular staples	8	7510721004	$ 1.08	$ 8.64
Office Products	scissors	6	5110011003	$ 3.75	$ 22.50
Office Products	small glue stick	4	8040001009	$ 0.65	$ 2.60
Office Products	Magenta toner - HR	1	6850001214	$ 193.30	$ 193.30
Office Products	Black toner - HR	2	6850001211	$ 147.66	$ 295.32
Office Products	Lexmark E260D toner - DMO & ADMs	6	6850001300	$ 130.35	$ 782.10
Grand & Toy	post it flags - Purple - Dana	2	680-8	$ 2.53	$ 5.06
Grand & Toy	post it flags - Pink - Dana	2	680-21	$ 2.53	$ 5.06
Grand & Toy	post it flags - Green - Dana	2	680-22	$ 2.53	$ 5.06
Grand & Toy	post it flags - Blue - Dana	2	680-23	$ 2.53	$ 5.06
Grand & Toy	Paper mate flex grip fine blue pens	48	96601	$ 1.08	$ 51.84
				Total	**$ 1,376.54**

Kujanpaa, Leila GCPE:EX

From: GCPE Purchasing GCPE:EX
Sent: Friday, June 27, 2014 10:19 AM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: OPR supply order
Attachments: June 27.xls

Please proceed once Denise approves.

Thanks,
Tracey

From: Kujanpaa, Leila GCPE:EX
Sent: Thursday, June 26, 2014 9:52 AM
To: GCPE Purchasing GCPE:EX
Subject: OPR supply order

Hi Tracey,

Here is my supply order for this week.

Thank you!

Leila Kujanpaa
Financial Services Clerk
Government Communications and Public Engagement
Phone: 250 387-2526 / Fax: 250 387-6687

Please consider the environment before printing this email.

Kujanpaa, Leila GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Friday, June 27, 2014 5:38 PM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Fw: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Friday, June 27, 2014 10:19 AM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Morning Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: June 27, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CFD	post-it arrow flags - 4 colours	4	$4.95	/pkg	$19.80	
HQ	staples	8	$1.08	/pkg	$8.64	
HQ	scissors	6	$3.75	each	$22.50	
HQ	glue stick	4	$0.65	each	$2.60	
HQ	post-it flags - purple	2	$2.53	/pkg	$5.06	
HQ	post-it flags - pink	2	$2.53	/pkg	$5.06	
HQ	post-it flags - green	2	$2.53	/pkg	$5.06	
HQ	post-it flags - blue	2	$2.53	/pkg	$5.06	
HQ	pens - papermate	4	$12.96	12/pkg	$51.84	
HQ-DM & ADMs	toner - lexmark	6	$130.35	each	$782.10	
HQ-HR	toner - magenta	1	$193.30	each	$193.30	
HQ-HR	toner - black	2	$147.66	each	$295.32	
Total					$1,396.34	

OPR ✓

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Queen's   ·nter
Distribution Centre - Victoria
(250)387-3309

RECEIVED
JUL 10 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Bill To: 116607

GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number: 93281911 Date: 07-Jul-2014
Sales Order/PO No.: 201462683611519 ✓
Customer Ref./PO Date: 26-Jun-2014
Delivery Number: 82735222 ✓ Date: 02-Jul-2014
Order Number: 32639768 Date: 26-Jun-2014
Customer Number/2nd Reference No.: 116607 /
Originator/Telephone: Leila Kujanpaa / 250 387-2526

Page 1 of 1

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001106	TONER CARTRIDGE, HP, CYAN, C9731A	1 EA	342.54 /EA	342.54	P
6850001105	TONER CARTRIDGE, HP, BLACK, C9730A	1 EA	250.75 /EA	250.75	P
6850001107	TONER CARTRIDGE, HP, YELLOW, C9732A	1 EA	342.54 /EA	342.54	P

Subtotal			935.83
PST	7.000 %	935.83	65.51
Total (CAD)			1,001.34 ✓ LK

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 07/10/2014 05:42:24

BRITISH COLUMBIA

RECEIVED
JUL - 7 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Tech, Innovation & Citizens` Svcs ✓OPR
Queen's Prin
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82735222 ✓
Customer Ref./PO No.
201462683611519 ✓
Customer Ref./PO Date
2014/06/26
Order No./Date
32639768 / 2014/06/26
Customer No./2nd Reference No.
116607
Goods Issue Date / Originated By
2014/07/07 / Leila Kujanpaa

Page 1 of 2

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 1
Means of Transport: Internal Transport A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
	**					
	Clearance Sale going on now on select merchandise at 10-50% off. Check out our shopping cart at <www.dcv.gov.bc.ca>.					
	Clearance items are available while quantities last. Clearance items are not returnable unless there is a manufacturers defect.					
	**					
0010	6850001106 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, CYAN, YIELD 12000, C9731A	1	1 ✓	0	0	342.54
0020	6850001105 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, BLACK, YIELD 13000, C9730A	1	1 ✓	0	0	250.75

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0030	6850001107 TONER CARTRIDGE, HEWLETT-PACKARD, LJ. 5500 SERIES, YELLOW, YIELD 12000, C9732A	1	1✓	0	0	342.54

Customer Quality Assurance Slip

Thank you for your order. Your satisfaction is goal one for us. Your order was picked and packed with PRIDE by Distribution Centre Victoria inventory staff:

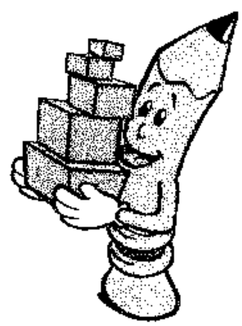
Carousel 1: ____________

Carousel 2: 09

Bulk Pick by: JL

Packed by: JC

Shipped by: ____________



If there is something further we can do to help you, please contact our customer service staff at 250 952-4460 (8:30AM to 4:00PM weekdays) or by e-mail at CustomerSer@gov.bc.ca

After hours voice messages and emails will be immediately returned on the following work day.

— OPR

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	Thursday, June 26, 2014 8:49 AM
To:	Kujanpaa, Leila GCPE:EX; Doidge, Tracey GCPE:EX
Subject:	RE: Order from QP 201462683611519

RE: Order from QP 201462683611519 ✓
TO: Leila Kujanpaa
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032639768 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 201462683611519

Order date: 06/26/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001106	TONER CARTRIDGE, HP, CYAN, C9731A	1	342.54	342.54
6850001105	TONER CARTRIDGE, HP, BLACK, C9730A	1	250.75	250.75
6850001107	TONER CARTRIDGE, HP, YELLOW, C9732A	1	342.54	342.54

===============
TOTAL EXCLUDING HST/SHIPPING $********935.83
TOTAL TAX (if applicable) $********65.51
TOTAL SHIPPING (if applicable) $********0.00
===============
GRAND TOTAL $********1001.34 ✓

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 201462683611519 - accepted

OPR

20146268361519

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	recycled copy paper - Letter	200	7530641051	$ 5.06	$ 1,012.00
Office Products	toner - yellow - Graphics	1	6850001107	$ 342.54	$ 342.54
Office Products	toner - black - graphics	1	6850001105	$ 250.75	$ 250.75
✓	✓ cyan ✓	✓	6850001106	342.54	$ -
					$ -
ibuyofficesupply.ca	shredder bags for large shredder (cost is before taxes and includes ship)	2	http://www.ibuyofficesupply.ca/Products/Compucessory-12-Microns-Shredder-Bag__CCS60669.aspx	$ 32.28	$ 72.51
				Total	$ 1,677.80

Kujanpaa, Leila GCPE:EX

From: Bata, Alex I GCPE:EX
Sent: Monday, June 23, 2014 8:28 AM
To: Kujanpaa, Leila GCPE:EX
Subject: FW: Office Supply Requests.xlsx
Attachments: Office Supply Requests.xlsx

Hi Leila

Here's the supply order list – approved.

Thanks
Alex

From: Champion, Denise GCPE:EX
Sent: Friday, June 20, 2014 4:51 PM
To: Bata, Alex I GCPE:EX
Subject: FW: Office Supply Requests.xlsx

Approved.

From: Bata, Alex I GCPE:EX
Sent: Friday, June 20, 2014 3:14 PM
To: Champion, Denise GCPE:EX
Subject: Office Supply Requests.xlsx

Hello Denise

Attached is this week's office supply requests for your approval.

Thank you
Alex

GCPE's Supply Requests
Week Ending: June 13, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HQ	Recylced copy paper	200	$5.06	each	$1,012.00	
HQ	Toner - yellow- graphics	1	$342.54	each	$342.54	
HQ	Toner - black - graphics	1	$250.75	each	$250.75	
HQ	Toner - cyan - graphics	1	$342.54	each	$342.54	
HQ	Shredder bags for large shredder	2	$32.28	each	$64.56	72.51 incl shipping (before taxes)
HQ	Two boxes interoffice envelopes	2	$49.25	each	$98.50	
AVED	Sarasa Eco Retractable Pen - blue	12	$1.52	each	$18.24	
AVED	Heavy Duty PVC Packing Tape	4	$2.90	each	$11.60	
AVED	Hook & Loop Fastener (velcro) 1 pack	1	$1.87	each	$1.87	
Total All GCPE					$2,142.60	

FLAKDKUJ03JUN14 -

Kujanpaa, Leila GCPE:EX

From:	Staples <bd.website@orders.staples.com>
Sent:	Monday, May 26, 2014 2:29 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	Staples order #: 5407681692

STAPLES
MAKE MORE HAPPEN

Hello Leila Kujanpaa,

Thank you for choosing Staples. Below is a summary of your recent order. We are double checking our inventory and confirming your payment. You can check the status of your order anytime by visiting My Account on staples.ca®. Won't be there to sign for your order? Print our Driver Release form.

Order: **5407681692**
Customer: s.17

Order Date: May 26, 2014
Order Total: $148.33

Delivery Address: LEILA KUJANPAA
GOVERNMENT COMMUNICATIONS &
PUBLIC ENGAGEMENT
4TH FLR, 617 GOVERNMENT ST
VICTORIA, BC V8W9V1

Expected Delivery	Item No.	Name	Price	Qty.	Subtotal
27/05/2014	 Item: 572010	HP#97 C9363WC HC CLR INK	$49.99	2	$99.98
27/05/2014	 Item: 621913	HP #98 BLACK INK CARTRIDG	$32.46	1	$32.46

Payment Information

Billing Address:
LEILA KUJANPAA
GOVERNMENT COMMUNICATIONS
& PUBLIC ENGAGEMENT
4TH FLR, 617 GOVERNMENT ST
VICTORIA, BC V8W9V1

Exclusive offers have been applied where applicable.

Merchandise Total:	$132.44
Shipping:	FREE
GST (or HST):	$6.62
PST:	$9.27
Total:	**$148.33**

Payment Methods
MC ending in 8989

RECEIVED
MAY 27 2014
GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT

200-5407681692-000-001
BOX #067581082
CARTON A1 / A1

BUSINESS DEPOT DIRECT
14260 KNOX WAY
RICHMOND V6V 2Z7

s.17

GOVERNMENT COMMUNICATIONS & PUBLIC ENGAG
LEILA KUJANPAA
4TH FLR, 617 GOVERNMENT ST
(250) 387-2526
VICTORIA, BC V8W9V1

0

VS1-28-00070

067581082

GCPE's Supply Requests
Week Ending: May 23, 2014

GCPE Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HQ-Events	ink cartridge - black	1	$32.46	each	$32.46	
HQ-Events	ink cartridge - colour	2	$49.99	each	$99.98	
HQ	AA batteries	12	$3.05	4/pkg	$36.60	
HQ	AAA batteries	6	$3.25	4/pkg	$19.50	
HQ	compressed air	4	$8.03	each	$32.12	
HQ	ruled loose leaf paper	4	$2.30	/pkg	$9.20	
HQ	filebacker - letter	1	$25.20	100/box	$25.20	
HQ	notebook - coil black	7	$5.60	each	$39.20	
Total All GCPE					$294.26	

Kujanpaa, Leila GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Monday, May 26, 2014 2:20 PM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests
Attachments: Office Supply Requests.xlsx

Approved.

From: Doidge, Tracey GCPE:EX
Sent: Monday, May 26, 2014 2:08 PM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached last week's office supply requests for your approval.
Please let me know if you have any questions.

Thank you,
Tracey

Attachment

FY14-15

DCARD KW03MAY14 ✓

INVOICE

COPY

MonkOffice
The Helpful Office People

ROUTE: 1

Remit to:
800 Viewfield Road, Victoria, B.C. V9A 4V1
Order Desk (250) 384-0565 or Toll Free 1-800-735-3433
Accounting (250) 414-3359
Fax (250) 384-2553 or Toll Free Fax 1-888-835-3955
Visit our website: http://www.monk.ca

BILL TO: GOVERNMENT COMMUNICATIONS &
PUBLIC ENGAGEMENT
PO BOX 9409 STN PROV GOVT
VICTORIA, BC V8W 9V1
CANADA
2503568595

SHIP TO: GOVERNMENT COMMUNICATIONS &
4TH FLOR, 617 GOVERNMENT ST
PUBLIC ENGAGEMENT
VICTORIA, BC V8W 9V1
CANADA

RECEIVED
APR 30 2014
GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT

REPRINT: N

0000011

ORDERED BY :

COST CENTRE: 1

Invoice No.	Invoice Date	Purchase Order No.	Account No.	Sales Order	Order Date	Rep One	Rep Two	Page
60940012	4/29/14		s.17	50177878-000	4/29/14	NICOLE ANSLOW		1

Ordered	Shipped	B/O	Stock No. / Description	Basics No.	Price	U/M	Amount
1.00	1.00		LEXE250A11A LASER CART LEX E250 HS - 32N0137	7485800	160.32	EA	160.32

Special Instructions	Subtotal	Shipping	GST	PST	Total
	160.32	.00	8.02	11.22	.00

MASTERCARD

Total: 179.56

#	$
#	$
#	$

TERMS: NET 30 DAYS FROM DATE OF INVOICE. INTEREST ON OVERDUE ACCOUNTS AT 2% PER MONTH, 26.8% PER ANNUM. 25% RESTOCKING CHARGE ON SPECIAL ORDER ITEMS.

GST REGISTRATION NUMBER # 103749313

PLEASE RETAIN INVOICE FOR WARRANTY / RETURN OF GOODS.

Printed on 100% Recycled Paper

MonkOffice
The Helpful Office People

*** PACKING SLIP ONLY ***

ROUTE: 1

J Viewfield Road, Victoria, B.C. V9A 4V1
Order Desk (250) 384-0565 or Toll Free 1-800-735-3433
Accounting (250) 414-3359
Fax (250) 384-2553 or Toll Free Fax 1-888-835-3955
Visit our website: http://www.monk.ca

BILL TO: GOVERNMENT COMMUNICATIONS &
PUBLIC ENGAGEMENT
PO BOX 9409 STN PROV GOVT
VICTORIA, BC V8W 9V1
CANADA

RECEIVED
APR 30 2014
GOVERNMENT COMMUNICATIONS
AND PUBLIC ENGAGEMENT
0000011

SHIP TO: GOVERNMENT COMMUNICATIONS &
4TH FLOR, 617 GOVERNMENT ST
PUBLIC ENGAGEMENT
VICTORIA, BC V8W 9V1
CANADA

ORDERED BY :

COST CENTRE: 1

Invoice No.	Invoice Date	Purchase Order No.	Account No.	Sales Order	Order Date	Rep One	Rep Two	Page
060940012	4/29/14		s.17	50177878-000	4/29/14	NICOLE ANSLOW		1

Ordered	Shipped	B/O	Item No. / Description	Basics No.	Price	U/M	Amount
1	1		LEXE250A11A LASER CART LEX E250 HS - 32N0137	7485800	160.32	EA	160.32

Special Instructions	Subtotal	Shipping	GST	PST	Total
	160.32	.00	8.02	11.22	179.56

MASTERCARD	************8989	# 181525	$ 179.56
		#	$
		#	$

25% Restocking Charge On Special Order Items.
Printed on 100% Recycled Paper

GOVERNMENT COMMUNICATIONS &

ATT TO:

4TH FLOR, 617 GOVERNMENT ST

ROUTE: 1 ORDER #: 50177878-000

Kujanpaa, Leila GCPE:EX

From:	Monk Office <mis@monk.ca>
Sent:	April-29-14 3:15 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	myCLIPS Order Confirmation

Please contact Customer Service if you have any problems

with your order: sales@monk.ca or 800.735.3433/250.384.0565

or Chat with us online @ myclips.monk.ca

myCLIPS Order Confirmation

ORDER NUMBER : 50177878

ORDER DATE : 4/29/14

REQ SHIP DATE: 4/29/14

<-->

LEXE250A11A LASER CART LEX E250
QTY : 1 EA
PRICE : $ 160.32
TOTAL : $ 160.32
COMMENT : HS - 32N0137

<- - - - - - - - - ->

<-->

SUBTOTAL : $ 160.32
HST : $ 8.02
HST : $ 11.22
ORDER TOTAL : $ 179.56
<-->

BILLING INFORMATION :

GOVERNMENT COMMUNICATIONS &
PUBLIC ENGAGEMENT
PO BOX 9409 STN PROV GOVT
VICTORIA , BC V8W 9V1
PHONE : 2503568595
<-->

SHIPPING INFORMATION :

GOVERNMENT COMMUNICATIONS &
4TH FLOR, 617 GOVERNMENT ST
PUBLIC ENGAGEMENT
VICTORIA , BC V8W 9V1
<--->

DELIVERY COMMENTS :

Kujanpaa, Leila GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	April-29-14 3:13 PM
To:	GCPE Purchasing GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	FW: RUSH: Printer cartiridge for a Lexmark e250d
Importance:	High

Approved. Thanks!

From: GCPE Purchasing GCPE:EX
Sent: April-29-14 3:03 PM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: RUSH: Printer cartiridge for a Lexmark e250d
Importance: High

Hi Denise,

Please provide your approval to purchase a Lexmark toner cartridge for Ryan Jabs' desktop printer at the Leg. Cost is $161.

Thanks,
Tracey

From: Smith, Susan L GCPE:EX
Sent: April-29-14 2:50 PM
To: GCPE Purchasing GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: RE: RUSH: Printer cartiridge for a Lexmark e250d

Ryan's printer is a "desktop" and is GCPE issued.

Sue

From: GCPE Purchasing GCPE:EX
Sent: April-29-14 2:27 PM
To: Smith, Susan L GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: RUSH: Printer cartiridge for a Lexmark e250d

Hi Sue,

Please see Matt's e-mail below. Do you know if the printer at the Leg GCPE's responsibility?

Thanks,
Tracey

From: Belanger, Matthew GCPE:EX
Sent: April-29-14 8:14 AM
To: GCPE Purchasing GCPE:EX
Subject: Printer cartiridge for a Lexmark e250d

Do you have a toner cartridge for a Lexmark e250d? If yes, Ryan Jabs needs one at the Leg ASAP. I didn't know the printer there was ours.

Thanks,

Matt Belanger | Health Communications
Government Communications & Public Engagement
p: 952-1881 | f: 952-1883 | matthew.belanger@gov.bc.ca

FY 14-15

-OPR

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MAY - 5 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Tech, In ation & Citizens' Svcs
Queen's nter
Distribution Centre - Victoria
(250)387-3309

Bill To: 116607

GCPE-OPS HEADQUARTERS ✓
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number: 93242779 Date: 30-Apr-2014

Sales Order/PO No.: 2014425141950283 ✓

Customer Ref./PO Date: 25-Apr-2014

Delivery Number: 82710965 ✓ Date: 30-Apr-2014

Order Number: 32608636 Date: 25-Apr-2014

Customer Number/2nd Reference No.: 116607 /

Originator/Telephone: Alexandra Bata / 250 387-0082

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0112

Product #	Description	Quantity	Price/Unit	Amount	Tax
7520721002	STAPLER, FULL STRIP, RAPID E14	3 EA	5.35 /EA	16.05	P
7510484006	FLAGS, POST IT, 1" REMOVEABLE, WHITE	3 PAK	2.85 /PAK	8.55	P
7510484005	FLAGS, POST IT, 1" REMOVEABLE, ORANGE	3 PAK	2.85 /PAK	8.55	P
7510484002	FLAGS, POST IT, 1" REMOVEABLE, RED	3 PAK	2.85 /PAK	8.55	P
7510484003	FLAGS, POST IT, 1" REMOVEABLE, GREEN	4 PAK	2.85 /PAK	11.40	P
7530561002	PAD, RULED, CANARY, 8.5 X 11	10 PD	0.95 /PD	9.50	P
7530561021	PAD, SCRATCH, 4 x 6, WHITE	10 PD	0.51 /PD	5.10	P
6850001108	TONER CARTRIDGE, HP, MAGENTA, C9733A	1 EA	342.54 /EA	342.54	P

Subtotal			410.24
PST	7.000 %	410.24	28.72
Total (CAD)			438.96 ✓ LH

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318 Printed: 05/05/2014 05:42:05

BRITISH COLUMBIA

RECEIVED
MAY - 1 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Tech, Innovation & Citizens` Svcs / OPR
Queen's Prin
Distribution Centre - Victoria
742 Vanalman Ave
Victoria BC V8W 9V7
250-952-4460 OR 1-800-282-7955

Sold to : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To : 116607
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Packing List

Delivery Number
82710965

Customer Ref./PO No.
20144251419502833

Customer Ref./PO Date
2014/04/25

Order No./Date
32608636 / 2014/04/25

Customer No./2nd Reference No.
116607

Goods Issue Date / Originated By
2014/04/30 / Alexandra Bata

Requirements

Shipping conditions: Standard
Terms of delivery: FOB DESTINATION

Number of Packages: 2
Means of Transport: BC Mail Plus A

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
2014 Dated products are in stock now!! order soon to ensure the best selection.						
0010	7520721002 STAPLER, MEDIUM DUTY, FULL STRIP, USES #7510721004 STAPLES, RAPID E14	3	3	0	0	5.35
0020	7510484006 FLAGS, POST-IT, 1", REMOVABLE, WHITE, 3M 680-6, 50/PAK	3	3	0	0	2.85
0030	7510484005 FLAGS, POST-IT, 1", REMOVABLE, ORANGE, 3M 680-4, 50/PAK	3	3	0	0	2.85

Item	Material # Description	Quantity Ordered	This Shipment	Previously Shipped	Back Order	Unit Price
0040	7510484002 FLAGS, POST-IT, 1", REMOVABLE, RED, 3M 680-1, 50/PAK	3	3	0	0	2.85
0050	7510484003 FLAGS, POST-IT, 1", REMOVABLE, GREEN, 3M 680-3, 50/PAK	4	4	0	0	2.85
0060	7530561002 PAD, RULED, CANARY, 8.5" X 11", 5/PAK, 51-251, HILROY	10	10	0	0	0.95
0070	7530561021 PAD, SCRATCH, WHITE, 4" X 6", 10/PAK, HILROY 050407	10	10	0	0	0.51
0080	6850001108 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, MAGENTA, YIELD 12000, C9733A	1	1	0	0	342.54

Customer Quality Assurance Slip

Thank you for your order. Your satisfaction is goal one for us. Your order was picked and packed with PRIDE by Distribution Centre Victoria inventory staff:

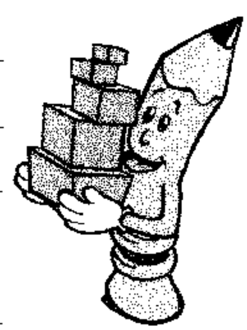
Carousel 1: ____________

Carousel 2: ____________

Bulk Pick by: 69

Packed by: 4

Shipped by: ____________



If there is something further we can do to help you, please contact our customer service staff at 250 952-4460 (8:30AM to 4:00PM weekdays) or by e-mail at CustomerSer@gov.bc.ca.

After hours voice messages and emails will be immediately returned on the following work day.

— OPR

Bata, Alex I GCPE:EX

From: qp.order@gov.bc.ca
Sent: April-25-14 2:34 PM
To: Bata, Alex I GCPE:EX; Doidge, Tracey GCPE:EX
Subject: RE: Order from QP 2014425141950283

RE: Order from QP 2014425141950283
TO: Alexandra Bata
AD: SMTP:tracey.doidge@gov.bc.ca

Sales order 0032608636 has been accepted for posting.

Customer Number : 116607
Name : GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT

469-617 GOVERNMENT STPO BOX 9409 STN PROV GOVT, VICTORIA, BC, V8W 9V1

Customer Reference Number: 2014425141950283

Order date: 04/25/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
7520721002	STAPLER, FULL STRIP, RAPID E14	3	5.35	16.05
7510484006	FLAGS, POST IT, 1" REMOVEABLE, WHITE	3	2.85	8.55
7510484005	FLAGS, POST IT, 1" REMOVEABLE, ORANGE	3	2.85	8.55
7510484002	FLAGS, POST IT, 1" REMOVEABLE, RED	3	2.85	8.55
7510484003	FLAGS, POST IT, 1" REMOVEABLE, GREEN	4	2.85	11.40
7530561002	PAD, RULED, CANARY, 8.5 X 11	10	0.95	9.50
7530561021	PAD, SCRATCH, 4 x 6, WHITE	10	0.51	5.10
6850001108	TONER CARTRIDGE, HP, MAGENTA, C9733A	1	342.54	342.54

==============

TOTAL EXCLUDING HST/SHIPPING $********410.24
TOTAL TAX (if applicable) $********28.72
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********438.96

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

re: REF# 2014425141950283 - accepted

BRITISH COLUMBIA

Tech, Innovatior Citizens` Svcs
Queen's Printer
Distribution Centre - Victoria
1 800 282 7955

OK

Sold To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV GOVT
VICTORIA BC V8W 9V1

Ship To:
GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
VICTORIA BC V8W 9V1

Standard Order

Document Number
32608636

Order Date
2014/04/25

Customer Ref./PO No.
2014425141950283

Customer Ref./PO Date
2014/04/25

Cust. No./2nd Reference No.
116607

*

Terms of Delivery: FOB DESTINATION

Item	Material # Description	Quantity	Price/Unit	Value
0010	7520721002 STAPLER, MEDIUM DUTY, FULL STRIP, USES #7510721004 STAPLES, RAPID E14 Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 3	3 EA	5.35 /EA	16.05
0020	7510484006 FLAGS, POST-IT, 1", REMOVABLE, WHITE, 3M 680-6, 50/PAK Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 3	3 PAK	2.85 /PAK	8.55
0030	7510484005 FLAGS, POST-IT, 1", REMOVABLE, ORANGE, 3M 680-4, 50/PAK Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 3	3 PAK	2.85 /PAK	8.55

Item	Material # Description	Quantity	Price/Unit	Value
0040	7510484002 FLAGS, POST-IT, 1", REMOVABLE, RED, 3M 680-1, 50/PAK Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 3	3 PAK	2.85 /PAK	8.55
0050	7510484003 FLAGS, POST-IT, 1", REMOVABLE, GREEN, 3M 680-3, 50/PAK Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 4	4 PAK	2.85 /PAK	11.40
0060	7530561002 PAD, RULED, CANARY, 8.5" X 11", 5/PAK, 51-251, HILROY Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 10	10 PD	0.95 /PD	9.50
0070	7530561021 PAD, SCRATCH, WHITE, 4" X 6", 10/PAK, HILROY 050407 Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 10	10 PD	0.51 /PD	5.10
0080	6850001108 TONER CARTRIDGE, HEWLETT-PACKARD, LJ, 5500 SERIES, MAGENTA, YIELD 12000, C9733A Proposed delivery schedule for this material as follows: Date Quantity 2014/04/30 1	1 EA	342.54 /EA	342.54

Sub Total				410.24
PST	7.000	%	410.24	28.72
Total				438.96

Bata, Alex I GCPE:EX

From:	Doidge, Tracey GCPE:EX
Sent:	April-25-14 12:49 PM
To:	Bata, Alex I GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

FYI.... Denise's approval below.

From: Champion, Denise GCPE:EX
Sent: April-25-14 12:15 PM
To: Doidge, Tracey GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: FW: Approval Required - Office Supply Requests

From: Doidge, Tracey GCPE:EX
Sent: April-25-14 12:02 PM
To: Champion, Denise GCPE:EX
Cc: Bata, Alex I GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Let me know if you have any questions.

Thank you,

Tracey
Attachment

GCPE's Supply Requests
Week Ending: April 25, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
HLTH	notebook, black coil bound	20	$5.60	each	$112.00	7530061 2015
HLTH	paper 8.5 x 11	40	$4.61	pkg	$184.40	
HQ-Graphics	toner - magenta	1	$342.54	each	$342.54	
HQ	scratch pads 4 x 6	10	$0.51	each	$5.10	
HQ	pads, ruled canary	10	$0.95	each	$9.50	
HQ	post-it flags - green	4	$2.85	/pkg	$11.40	
HQ	post-it flags - red	3	$2.85	/pkg	$8.55	
HQ	post-it flags - orange	3	$2.85	/pkg	$8.55	
HQ	post-it flags - white	3	$2.85	/pkg	$8.55	
HQ	stapler	3	$5.35	each	$16.05	
HQ	double sided tape	3	$7.20	each	$21.60	Monk 70039-00
Total All GCPE					$728.24	

Supplier	Description	Quantity	Stock/Item #	Amount	
Office Products	magenta toner - Graphics	1	6850001108	$ 342.54	$ 342.54
Office Products	4 X 6" scratch pads	10	7530561021	$ 0.51	$ 5.10
Office Products	Ruled letter pads - canary	10	7530561002	$ 0.95	$ 9.50
Office Products	Green post it flags	4	7510484003	$ 2.85	$ 11.40
Office Products	Red post it flags	3	7510484002	$ 2.85	$ 8.55
Office Products	Orange post it flags	3	7510484005	$ 2.85	$ 8.55
Office Products	White post it flags	3	7510484006	$ 2.85	$ 8.55
Office Products	Staplers	3	7520721002	$ 5.35	$ 16.05
Shared Services	2 - cyan toner (1-N; 1-S)				
	2 - black toner (1-N; 1-S)				
	1 - yellow toner (N)				
				Total	**$ 410.24**

Lulo to order separately

FY 14-15

CSCD

BRITISH COLUMBIA

RECEIVED
APR 25 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Tech, Inr ation & Citizens' Svcs
Queen's , nter
Distribution Centre - Victoria
(250)387-3309

Inter-Ministry Chargeback Advice

Document Number	Date
93238103	22-Apr-2014

Sales Order/PO No.
2014411153110923

Customer Ref./PO Date
11-Apr-2014

Delivery Number	Date
82706267	16-Apr-2014

Order Number	Date
32603549	11-Apr-2014

Customer Number/2nd Reference No.
116607 /

Originator/Telephone
Leila Kujanpaa / 250 387-2526

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	1 EA	299.53 /EA	299.53	P

Subtotal			299.53
PST	7.000 %	299.53	20.97
Total (CAD)			320.50

UK

QUALIFIED RECEIVER

DATE: 14.05.01

SIGNATURE: refer to attached

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 04/25/2014 05:41:36

BRITISH COLUMBIA

RECEIVED
APR 2 5 2014
GOVERNMENT COMMUNICATIONS AND PUBLIC ENGAGEMENT

Tech, Innovation & Citizens' Svcs
Queen's Printer
Distribution Centre - Victoria
(250)387-3309

Bill To: 116607

GCPE-OPS HEADQUARTERS
GOVT COMM & PUBLIC ENGAGEMENT
469-617 GOVERNMENT ST
PO BOX 9409 STN PROV G
VICTORIA BC V8W 9V1

Inter-Ministry Chargeback Advice

Document Number: 93238103 Date: 22-Apr-2014
Sales Order/PO No.: 20144111153110923
Customer Ref./PO Date: 11-Apr-2014
Delivery Number: 82706267 Date: 16-Apr-2014
Order Number: 32603549 Date: 11-Apr-2014
Customer Number/2nd Reference No.: 116607 /
Originator/Telephone: Leila Kujanpaa / 250 387-2526

Ship To: 38229

GCPE-COMM SPORT & CULTURAL DEV
800 JOHNSON ST 1ST FLR
PO BOX 9848 STN PROV GOVT
VICTORIA BC V8W 1N3

Fiscal Year 2015 Ministry 112 Responsibility 32348 Account 34420 STOB 6305 Project 32N0120

Product #	Description	Quantity	Price/Unit	Amount	Tax
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	1 EA	299.53 /EA	299.53	P

Subtotal				299.53
PST	7.000	%	299.53	20.97
Total (CAD)				320.50

QUALIFIED RECEIVER

DATE: 14.04.

SIGNATURE: Rachel E. Nesbitt

RACHEL NESBITT

Tax Indicators: G - GST/HST P - PST PST# PST-1012-8318

Printed: 04/25/2014 08:41:36

CSCD

Kujanpaa, Leila GCPE:EX

From:	qp.order@gov.bc.ca
Sent:	April-11-14 3:34 PM
To:	Kujanpaa, Leila GCPE:EX
Subject:	RE: Order from QP 2014411153110923

RE: Order from QP 2014411153110923
TO: Leila Kujanpaa
AD: SMTP:qp.order@gov.bc.ca

Sales order 0032603549 has been accepted for posting.

Customer Number : 38229
Name : GCPE-COMM SPORT & CULTURAL DEV
GOVT COMM & PUBLIC ENGAGEMENT

800 JOHNSON ST 1ST FLRPO BOX 9848 STN PROV GOVT, VICTORIA, BC, V8W 1N3

Customer Reference Number: 2014411153110923

Order date: 04/11/2014

MATL #	DESCRIPTION	QTY	PRICE/UN	TOTAL
6850001203	TONER CARTRIDGE, LEXMARK, T640/T642/T644	1	299.53	299.53

==============

TOTAL EXCLUDING HST/SHIPPING $********299.53
TOTAL TAX (if applicable) $********20.97
TOTAL SHIPPING (if applicable) $********0.00

==============

GRAND TOTAL $********320.50

Thank you for your email order.
For inquiries on DCV orders:
please e-mail QPHelp, or call DCV at (250)952-4460.

For inquiries on Publications orders:
please e-mail QPHelp, or call Crown Publications at (250)387-6409.

For inquiries on PDC orders:
please e-mail PDCCustomerSer@gov.bc.ca or call PDC at (604) 927-2000.

Please check your customer number and verify that your shipping address is correct.

Thank you.

CSCD

2014111531O923

CSCD – GCPE Supply Orders

April 11, 2013

	Description	Quantity	Stock/Item #
Office Products	Notepro Record book, Coil bound, Blue	3 each	7530013003
Office Products	Notepro Record book, Coil bound, black	6 each	7530013002
Office Products	Recycled Paper, Letter 8.5"x11"	20 each	7530641010
Office Products	Copy Paper, 8.5"x14", Recycled, White	10 each	7530642002
Office Products	Lexmark Toner Cartridge 64015 HA, black	1 each	~~685000203~~ 6850001203
Office Products	BIC pen style highlighter (pink)	6	7520481004
Office Products	Pen rolling writer liquid ink Uniball Vision (black)	12 (2 boxes)	7520603020
Office Products	Pen rolling writer liquid ink Uniball Vision (blue)	12 (2 boxes)	7520603021
Office Products	Post-it recycling notes 4x6 lined multi-coloured pak	6 paks	~~7510481131~~ 7510481011

Kujanpaa, Leila GCPE:EX

From:	Champion, Denise GCPE:EX
Sent:	April-11-14 3:26 PM
To:	Doidge, Tracey GCPE:EX
Cc:	Kujanpaa, Leila GCPE:EX
Subject:	FW: Approval Required - Office Supply Requests
Attachments:	Office Supply Requests.xlsx

Approved. Thank you!

From: Doidge, Tracey GCPE:EX
Sent: April-11-14 3:09 PM
To: Champion, Denise GCPE:EX
Cc: Kujanpaa, Leila GCPE:EX
Subject: Approval Required - Office Supply Requests

Hi Denise,

Please find attached this week's office supply requests for your approval.
Please let me know if you have any questions.

Thanks,
Tracey

Attachment

GCPE's Supply Requests
Week Ending: April 11, 2014

GCPE-Office	Description	Quantity	$ Amount Per Unit	Unit size	Total	Comments
CSCD	notebook - coil bound blue	3	$6.50	each	$19.50	
CSCD	notebook - coil bound black	6	$6.50	each	$39.00	
CSCD	paper - 8.5 x 11	20	$4.61	each	$92.20	
CSCD	paper - 8.5 x 14	10	$6.45	each	$64.50	
CSCD	lexmark toner	1	$299.53	each	$299.53	6850001203
CSCD	pen - bic pink	6	$0.55	each	$3.30	
CSCD	pen - uniball vision black	24	$1.75	each	$42.00	
CSCD	pen - uniball vision blue	24	$1.75	each	$42.00	
CSCD	post-it notes 4 x 6 yellow lined	6	$1.60	each	$9.60	7510481011
ARR	whiteboard markers - blue	4	$1.20	each	$4.80	7520484002
Total All GCPE					**$616.43**	