



Procurement and Contracts  
 Texas SmartBuy PO # 23113281  
 Business Unit # 320AD  
 Purchase Order # 23-0002891

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: X    Date: 03/08/23    PO Method: DG    Dispatch: Dispatch Via Print    Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

**Vendor:** STAPLES PRINT SOLUTIONS  
 STAPLES CONTRACT & COMMERCIAL LLC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 United States

**Ship To:** Texas Workforce Commission  
 1100 SAN JACINTO  
 STE 100  
 AUSTIN TX 78701-1906  
 United States

**Bill To:** APPO@twc.texas.gov or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1043390816

**Purchaser:** Delight K Dehorty  
**Phone:** (737) 249-0658  
**Fax:**  
**Email:** delight.dehorty@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**  
 TXMAS-20-7502  
  
**TWC POC:**  
 Beatrice Flores  
 beatrice.flores@gov.texas.gov  
 512-936-8107

**Ship to Comments:**  
 PLEASE NOTE SHIPPING ADDRESS BELOW!!!!  
 Beatrice Flores | Staff Services Officer, Texas Workforce Investment Council  
 Office of Governor Greg Abbott  
 1100 San Jacinto Blvd, Suite 1.100 | Austin, Texas 78701  
 512.936.8107 | Beatrice.Flores@gov.texas.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item #496791 - Neenah Cardstock Paper 65 lbs 8.5 x11 (US Letter) Bright White 250/Pack	645/31	1.0000	PKG	\$7.52000	\$7.52	03/17/2023
						<b>Schedule Total</b>	<input type="text" value="\$7.52"/>
				<b>ReqID:</b>	0000041363		
						<b>Item Total for Line # 1</b>	<input type="text" value="\$7.52"/>

**Authorized Signature**  
*Sonya Bebley, CTCD, CTCM*  
 Sonya Bebley, CTCD, CTCM      **03/08/2023**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Item #353229 - Ampad Evidence, 8.5x11, White Glue-Top Writing Pad Narrow Rule, 50 sheets, 12 pads (21-118)	615/62	1.0000	DOZ	\$30.10000	\$30.10	03/17/2023
						<b>Schedule Total</b>	\$30.10
				<b>ReqID:</b>	0000041363		
						<b>Item Total for Line # 2</b>	\$30.10
3-1	Item #388658 - Avery pre-printed monthly dividers 12-tab black/gold (25181)	615/39	3.0000	EA	\$4.07000	\$12.21	03/17/2023
						<b>Schedule Total</b>	\$12.21
				<b>ReqID:</b>	0000041363		
						<b>Item Total for Line # 3</b>	\$12.21
4-1	Item #2717706 - Bic 4 color retractable 3+1 ballpoint pen, mechanical pencil	620/60	1.0000	EA	\$3.02000	\$3.02	03/17/2023
						<b>Schedule Total</b>	\$3.02
				<b>ReqID:</b>	0000041363		
						<b>Item Total for Line # 4</b>	\$3.02

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**03/08/2023**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item #208537 - Case Logic Eva Foam Laptop Sleeve for 14 Laptops Black	530/46	10.0000	EA	\$21.59000	\$215.90	03/17/2023
						<b>Schedule Total</b>	<input type="text" value="\$215.90"/>
				<b>ReqID:</b>			
				0000041363			
						<b>Item Total for Line # 5</b>	<input type="text" value="\$215.90"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**  
 This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.  
 \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
 \* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
 \* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
 Tax Exempt ID -742764775.  
 STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**  
*Sonya Bebley, CTCD, CTCM*  
 Sonya Bebley, CTCD, CTCM  
 03/08/2023