



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0003759

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 05/11/23 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: ODP BUSINESS SOLUTIONS LLC
 PO BOX 660113
 DALLAS TX 75266-0113
 United States

Ship To: Texas Workforce Commission
 101 E 15TH STREET
 RM 144T
 AUSTIN TX 78778
 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: 1862161688

Purchaser: Michael Kagan
 Phone: (737) 400-5664
 Fax:
 Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated purchase \$10,000 or less

POC - Elsa M Perez
 (512) 936-3457
 elsa.perez02@twc.texas.gov

The following materials are needed for the PSART Team to conduct a Vehicle Modifications Training and to ensure the participants have reference materials.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	SEW- Cambridge® Limited QuickNotes® Action Planner Legal Pad, 7 1/2" x 9 1/2", Black, 80 Sheets	615/62	5.0000	EA	\$3.58000	\$17.90	05/11/2023
						Schedule Total	<input type="text" value="\$17.90"/>
				ReqID:	0000042284		
						Item Total for Line # 1	<input type="text" value="\$17.90"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

05/11/2023



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 23-0003759

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	SEW- Paper Mate® Profile Retractable Ballpoint Pens, Bold Point, 1.4 mm, Translucent Barrel, Blue Ink, Pack Of 12	620/80	1.0000	DOZ	\$6.93000	\$6.93	05/11/2023
						Schedule Total	\$6.93
						ReqID:	0000042284
						Item Total for Line # 2	\$6.93
3-1	Andrew- PaperMate Gel Pen, Profile Retractable Pen, 0.7 mm, Blue, 12 Count	620/80	1.0000	BOX	\$13.79000	\$13.79	05/11/2023
						Schedule Total	\$13.79
						ReqID:	0000042284
						Item Total for Line # 3	\$13.79
4-1	Andrew- PaperMate Gel Pen, Profile Retractable Pen, 0.7 mm, Black, 12 Count	620/80	1.0000	BOX	\$15.29000	\$15.29	05/11/2023
						Schedule Total	\$15.29
						ReqID:	0000042284
						Item Total for Line # 4	\$15.29

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

05/11/2023



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 23-0003759

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Andrew- PaperMate Gel Pen, Profile Retractable Pen, 0.7 mm, Red, 12 Count	620/80	1.0000	BOX	\$13.79000	\$13.79	05/11/2023
						Schedule Total	\$13.79
						ReqID:	0000042284
						Item Total for Line # 5	\$13.79
6-1	Michelle- Office Depot® Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, Greentint, Pack Of 12	615/62	4.0000	PAK	\$29.84000	\$119.36	05/11/2023
						Schedule Total	\$119.36
						ReqID:	0000042284
						Item Total for Line # 6	\$119.36
7-1	Michelle- BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Blue Ink, Box Of 60	620/80	1.0000	BOX	\$8.05000	\$8.05	05/11/2023
						Schedule Total	\$8.05
						ReqID:	0000042284
						Item Total for Line # 7	\$8.05

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

05/11/2023



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0003759

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Michelle- Avery® Printable Tent Cards With Sure Feed® Technology, 2.5" x 8.5", White With Embossed Border, 100 Blank Place Cards	616/62	1.0000	BOX	\$18.89000	\$18.89	05/11/2023
						Schedule Total	\$18.89
				ReqID:			
				0000042284			
						Item Total for Line # 8	\$18.89

Total PO Amount \$214.00

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 Babley, CTCD, CTCM
Sonya Babley, CTCD, CTCM
05/11/2023