



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002265

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 01/24/2024    **PO End Date:**    **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  
 4405 SPRINGDALE RD  
 RM 678M  
 AUSTIN TX 78723  
 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 027

**Purchaser:** Anna McCorkle (do not use)  
**Phone:**  
**Fax:**  
**Email:** anna.james@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$10000 or Less

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [STAPLES CONTRACT COMMERCIAL LLC ] corresponding to On-Line quote attached dated 01/24/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

Contact  
 Leslie Kruse  
 737-400-9911  
 leslie.kruse@twc.texas.gov  
 OR  
 Elizabeth Standifer  
 737-443-1349  
 elizabeth.standifer@twc.texas.gov

Vendor  
 VID 104339816  
 STAPLES CONTRACT COMMERCIAL LLC  
 Support\_WE@staples.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above or Word documents only are accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

**Ship to Comments:**

Please deliver to Leslie Kruse's office in the MAIN Bldg. 6th Floor Room 608F

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**01/24/2024**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002265

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Five Star 5 Subject WIDE Ruled Spiral Notebook (Colors May Vary)	13068	785/73	6.0000	EA	\$19.09000	\$114.54	01/24/2024	
							<b>Schedule Total</b>	\$114.54	
					<b>ReqID:</b>	0000045869			
2072330							<b>Item Total for Line # 1</b>	\$114.54	
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Staples Composition Notebook Wide Ruled, Blue	13068	785/73	6.0000	EA	\$3.89000	\$23.34	01/24/2024	
							<b>Schedule Total</b>	\$23.34	
					<b>ReqID:</b>	0000045869			
639653							<b>Item Total for Line # 2</b>	\$23.34	
							<b>Total PO Amount</b>	\$137.88	

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  
 01/24/2024