



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0002429

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 02/06/2024 **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
 101 E 15TH ST
 RM 638
 AUSTIN TX 78778-0001
 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: Rubyna M Ochoa
Phone: (737) 295-0317
Fax:
Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

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

Per [Staples] corresponding Quote No. sent via email dated 02/05/24.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10-25-23 (ATTACHMENT I) apply to this order.

Delivery Terms: 10 Days ARO

Contract Manager-

Name: Sidnee Barksdale
 Tel: +1 (737) 249-0599
 E-mail: sidnee.barksdale@twc.texas.gov

Vendor Contact-

Name: Customer Service
 Tel: unknown
 E-mail: Support_WE@staples.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only 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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2024 AT-A-GLANCE 48" x 32" Yearly Wet-Erase Wall Calendar, Reversible, Blue (PM300-28-24)	13800	615/19	1.0000	EA	\$30.99000	\$30.99	02/20/2024
							Schedule Total	<input type="text" value="\$30.99"/>
					ReqID:			
					0000045897			
							Item Total for Line # 1	<input type="text" value="\$30.99"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

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02/06/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	OTM Essentials Aluminum Adjustable Laptop Riser Stand, Gray (OB-A2A)	13800	205/68	1.0000	EA	\$46.06000	\$46.06	02/20/2024
							Schedule Total	<input type="text" value="\$46.06"/>
							ReqID: 0000045897	
							Item Total for Line # 2	<input type="text" value="\$46.06"/>
3-1	Kleenex Professional Standard Facial Tissue, 2-Ply, White, 125 Sheets/Box, 12 Boxes/Carton (03076)	13800	615/60	1.0000	CTN	\$33.33000	\$33.33	02/20/2024
							Schedule Total	<input type="text" value="\$33.33"/>
							ReqID: 0000045897	
							Item Total for Line # 3	<input type="text" value="\$33.33"/>

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 Babley, CTCD, CTCM

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02/06/2024