



# Purchase Order

## PO No. 24108296

Order Date: 2/28/2024

Internal Tracking No.: PO 24-0002712 / PR 46273

**Contractor Info**

Staples Contract & Commercial LLC  
10433908166  
500 Staples Drive  
Framingham, MA 01702

**Bill To**

101 EAST 15TH ST., RM 446  
Accts Payable: APPO@twc.state.tx.us  
AUSTIN TX 78778

**Ship To**

Texas Workforce Commission  
Attn: CCRC-Lynette Swonke  
+1 (512) 377-0327  
4800 N Lamar Blvd  
Austin TX 78756

**NOTE TO CONTRACTOR:** Delivery Contact: [ Contact Name: CCRC-Lynette Swonke and Phone Number: 512-377-0327 ]  
Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	Rubyna Ochoa	rubyna.ochoa@twc.texas.gov	(737) 295-0317

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62080	1060932	<b>Pentel174; EnerGel-X8482; Retractable Roller Gel Pens, Fine Point, Black Barrel with Black Ink, 24/Pack (BLN105ASW2)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 1060932-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	4	PACK	23.45	\$93.80



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2	68028	639712	<b>Pentel EnerGel RTX Retractable Gel Pen, Medium Point, Blue Ink, Dozen (BL77C)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 639712-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	6	DOZ	15.35	\$92.10
3	62080	343578	<b>Pentel EnerGel-X Retractable Gel Pens, Fine Point, Red Ink, Dozen (PENBLN105B)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 343578-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	6	DOZ	14.07	\$84.42
4	62090	559221	<b>Sharpie Retractable Highlighter, Chisel Tip, Yellow, Dozen (28025)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 559221-1855753 Manufacturer Name: SANFORD CORP	6	DOZ	10.12	\$60.72
5	75508	2691960	<b>Sharpie Retractable Permanent Markers, Fine Tip, Black, 36/Pack (1926876)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 2691960-1855753 Manufacturer Name: SANFORD CORP	3	BOX	59.94	\$179.82



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6	62090	563089	<b>Sharpie Retractable Permanent Markers, Fine Tip, Blue, 12/Pack (32703)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 563089-1855753 Manufacturer Name: SANFORD CORP	6	DOZ	23.28	\$139.68
7	62090	710897	<b>Sharpie Retractable Permanent Markers, Ultra Fine Tip, Blue, 12/ Pack (1735792)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 710897-1855753 Manufacturer Name: SANFORD CORP	6	DOZ	23.11	\$138.66
8	65212	710856	<b>Sharpie Retractable Permanent Markers, Ultra Fine Tip, Black, 12/ Pack (1735790)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 710856-1855753 Manufacturer Name: SANFORD CORP	6	DOZ	17.10	\$102.60
9	62080	513869	<b>Pilot G2 Mechanical Pencil, 0.5mm, 2 Medium Lead, Dozen (51014)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 513869-1855753 Manufacturer Name: PILOT CORP	6	DOZ	16.36	\$98.16
10	61569	480118	<b>Staples Push Pins, Assorted, 500/ Pack (20938)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 480118-1855753 Manufacturer Name: WORKLIFE BRANDS	2	PACK	5.64	\$11.28



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11	61569	480108	<b>Staples Standard 1 Paper Clips, Assorted Colors, 1000/Pack (40636)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 480108-1855753 Manufacturer Name: WORKLIFE BRANDS	6	PACK	6.84	\$41.04
12	61569	480109	<b>Staples Jumbo Vinyl-Coated Paper Clips, Assorted Colors, 500/Pack (40653)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 480109-1855753 Manufacturer Name: WORKLIFE BRANDS	6	PACK	6.78	\$40.68
13	61588	504688	<b>Scotch Transparent Tape Refill, 1" x 72 yds., 1-Pack (600)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 504688-1855753 Manufacturer Name: 3M CORPORATION	3	ROLL	5.96	\$17.88
14	61539	612997	<b>Staples Heavyweight Sheet Protectors, Clear, 200/Box (34846)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 612997-1855753 Manufacturer Name: WORKLIFE BRANDS	6	BOX	13.90	\$83.40

**Total \$1,184.24**