



Purchase Order

PO No. 24108999

Order Date: 2/29/2024

Internal Tracking No.: PR 46270 PO 24-0002716

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
4800 N Lamar Blvd,
Attn: Lynnette Swonke
Austin TX 78756

NOTE TO CONTRACTOR: Deliver to:

Lynnette Swonke
Phone No: 512-377-0327
Email: lynnette.swonke@twc.texas.gov

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	MaryLou Ochoa	marylou.ochoa@twc.texas.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61560	24428205	Sharpie S-Gel Retractable Gel Pen, Bold Point, Blue Ink, Dozen (2096187) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 24428205-1855753 Manufacturer Name: SANFORD CORP	3	DOZ	12.69	\$38.07
2	72052	480114	Staples 0.75"W Binder Clips, Small, Black, 144/Pack (32002) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 480114-1855753 Manufacturer Name: WORKLIFE BRANDS	2	PACK	7.65	\$15.30



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	61569	566942	Staples 0.6" Binder Clips, Mini, Black, 144/Pack (15338) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 566942-1855753 Manufacturer Name: WORKLIFE BRANDS	2	PACK	6.91	\$13.82
4	61562	801063	Post-it Notes, 4" x 6", Canary Yellow, Lined, 100 Sheets/Pad, 5 Pads/Pack (660-5PK) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 801063-1855753 Manufacturer Name: 3M CORPORATION	9	PACK	11.59	\$104.31
5	78573	811132	TOPS Second Nature Notepads, 8.5" x 11.75", Legal-Ruled, White, 50 Sheets/Pad, 12 Pads/Pack (74880) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 811132-1855753 Manufacturer Name: TOPS BUSINESS FORMS	1	DOZ	50.48	\$50.48
6	61560	24428208	Sharpie S-Gel Retractable Gel Pen, Bold Point, Black Ink, Dozen (2096149) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/4/2024 MPN: 24428208-1855753 Manufacturer Name: SANFORD CORP	5	DOZ	12.69	\$63.45

Total \$285.43