



Procurement and Contracts
 Texas SmartBuy PO # 24118400
 Business Unit # 320AD
 Purchase Order # 24-0002963

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 03/20/2024 **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
 4801 NW LOOP 410, STE 902
 SAN ANTONIO TX 78229-5347
 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 James

Phone:

Fax:

Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

TERM 615-C1

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24118400 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 03/20/2024 - FOR PAYMENT PROCESSING PURPOSES ONLY****

Purchase Order issue in accordance to TERM contracts: 34 TX Admin. Code 20.220

TERM Contract TERM 615-C1
 Contract start date: 03/20/2024
 Contract end date: 03/25/2024

Terms: 3 Days ARO

Contact
 Lydia Garza
 210-258-6748
 lydia.garza@twc.texas.gov

Vendor
 VID: 10433908166
 Staples Contract Commercial LLC
 Support_WE
 support_we@staples.com
 (800) 540-2765

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF 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 will 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 Procurement Contract Services.

Ship to Comments:

Please call 210-258-6748 or 210-258-6850 and wait for attendant to grant access inside the office for delivery.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

03/20/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Offistamp Pre-inked Stamp, COPY, Blue Ink (034501)	13069	615/77	4.0000	EA	\$5.90000	\$23.60	03/31/2024	
							Schedule Total	<input type="text" value="\$23.60"/>	
					ReqID:	0000046604			
							Item Total for Line # 1	<input type="text" value="\$23.60"/>	
2-1	Pilot Better Ballpoint Pens, Fine Point, Blue Ink, Dozen	13069	620/80	3.0000	DOZ	\$9.57000	\$28.71	03/31/2024	
							Schedule Total	<input type="text" value="\$28.71"/>	
					ReqID:	0000046604			
							Item Total for Line # 2	<input type="text" value="\$28.71"/>	
3-1	Pilot EasyTouch Ballpoint Pens, Fine Point, Black Ink Dozen	13069	620/80	3.0000	DOZ	\$7.28000	\$21.84	03/31/2024	
							Schedule Total	<input type="text" value="\$21.84"/>	
					ReqID:	0000046604			
							Item Total for Line # 3	<input type="text" value="\$21.84"/>	
4-1	Bic Wite-Out Correction Tape, White, 4/Pack	13069	615/29	3.0000	PAK	\$5.21000	\$15.63	03/31/2024	
							Schedule Total	<input type="text" value="\$15.63"/>	
					ReqID:	0000046604			
							Item Total for Line # 4	<input type="text" value="\$15.63"/>	
							Total PO Amount	<input type="text" value="\$89.78"/>	

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.

Authorized Signature
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 03/20/2024



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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

03/20/2024