



# Purchase Order

## PO No. 24118400

Order Date: 3/20/2024

Internal Tracking No.: PR 46604/PO 24-0002963

**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 LYDIA GARZA  
210-258-6748  
4801 NW LOOP 410  
STE 902  
SAN ANTONIO TX 78229

**NOTE TO CONTRACTOR:** Contact

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

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

**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	Anna McCorkle	anna.mccorkle@twc.texas.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61577	321671	<b>Offistamp Pre-Inked Stamp, COPY, Blue Ink (034501)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/25/2024 MPN: 321671-1855753 Manufacturer Name: MARKING PRODUCTS, INC	4	EACH	5.90	\$23.60



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	62080	239863	<b>Pilot Better Ballpoint Pens, Fine Point, Blue Ink, Dozen (36011)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/25/2024 MPN: 239863-1855753 Manufacturer Name: PILOT CORP	3	DOZ	9.57	\$28.71
3	62080	382499	<b>Pilot EasyTouch Ballpoint Pens, Fine Point, Black Ink, Dozen (32001)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/25/2024 MPN: 382499-1855753 Manufacturer Name: PILOT CORP	3	DOZ	7.28	\$21.84
4	61529	385550	<b>BIC Wite-Out Correction Tape, White, 4/Pack (50589)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 3/25/2024 MPN: 385550-1855753 Manufacturer Name: BIC CORPORATION	3	PACK	5.21	\$15.63
<b>Total</b>							<b>\$89.78</b>