



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0003133

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/08/2024 **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: Anna James
Phone:
Fax:
Email: anna.mccorkle@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 CONTRACT COMMERCIAL LLC] corresponding attached on-line quote dated 04/07/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30.2024 (ATTACHMENT I) apply to this order.

CONTACT
 Sidnee Barksdale
 737-249-0599
 sidnee.barksdale@twc.texas.gov

VENDOR
 VID: 10433908166
 STAPLES CONTRACT COMMERCIAL LLC
 Support_WE@staples.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above 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 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	Quartet Glass Board 0.75" Magnets, Clear, 6/Pack (QRT85391)	13800	615/60	1.0000	PAK	\$30.59000	\$30.59	04/12/2024
							Schedule Total	<input type="text" value="\$30.59"/>
					ReqID:			
					0000046849			
Item #: 2660946 Model #: QRT85391								Item Total for Line # 1 <input type="text" value="\$30.59"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/08/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Berkley Square Elegant Dinnerware Plastic Fork, Heavy-Weight, White, 500/Box (1072010)	13800	240/70	2.0000	BOX	\$24.49000	\$48.98	04/12/2024	
							Schedule Total	<input type="text" value="\$48.98"/>	
					ReqID:				
					0000046849				
Item #: 2465770 Model #: 1072010									
							Item Total for Line # 2	<input type="text" value="\$48.98"/>	
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
3-1	Duracell Coppertop AA Alkaline Battery, 8/Pack (MN1500B8Z)	13800	615/60	1.0000	PAK	\$8.99000	\$8.99	04/12/2024	
							Schedule Total	<input type="text" value="\$8.99"/>	
					ReqID:				
					0000046849				
Item #: 318923 Model #: MN1500B8Z									
							Item Total for Line # 3	<input type="text" value="\$8.99"/>	
							Total PO Amount	<input type="text" value="\$88.56"/>	

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
 Sonya Babley, CTCD, CTCM
 04/08/2024