



Procurement and Contracts  
 Texas SmartBuy PO # 24178316  
 Business Unit # 320AD  
 Purchase Order # 24-0003475

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** A    **PO Date:** 05/08/2024    **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  
 1411 BRAZOS ST.  
 ANNEX 0242  
 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:**

TERM 615-C1

NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24178316 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/08/2024 - 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: 05/08/2024  
 Contract end date: 05/13/2024

Terms: 3 Days ARO

**CONTACT**  
 Frances J Cruz  
 512-936-3557  
 frances.cruz@twc.texas.gov

**Delivery**  
 UI HR Team  
 1411 Brazos ST  
 Annex Building  
 RM 0210  
 Austin, Texas 78701

**VENDOR**  
 VID: 10433908166  
 Staples Contract Commercial LLC  
 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:**

SIP TO

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**05/08/2024**



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UI HR Team  
 1411 Brazos ST  
 Annex Building  
 RM 0210  
 Austin, Texas 78701

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper Mate Profile Retractable Ballpoint Pen, Bold Point, Black Ink, Dozen (89465)	13069	620/80	12.0000	DOZ	\$7.45000	\$89.40	05/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$89.40"/>
							<b>ReqID:</b> 0000047199	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$89.40"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Staples Steno Pads, 6" x 9", Gregg Ruled, Green, 80 Sheets/Pad, Dozen Pads/Pack (ST57353)	13069	785/73	6.0000	DOZ	\$19.73000	\$118.38	05/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$118.38"/>
							<b>ReqID:</b> 0000047199	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$118.38"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	BIC Glide Bold Retractable Ballpoint Pen, Bold Point, Blue Ink, 36/Pack (VLGB361BLU)	13069	620/80	2.0000	PAK	\$14.69000	\$29.38	05/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$29.38"/>
							<b>ReqID:</b> 0000047199	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$29.38"/>

**Total PO Amount**

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  
 05/08/2024



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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

**05/08/2024**