



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0003562

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** D    **PO Date:** 05/15/2024    **PO End Date:**    **PO Method:** IT    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** ODP BUSINESS SOLUTIONS LLC  
PO BOX 660113  
DALLAS TX 75266-0113  
**United States**

**Ship To:** Texas Workforce Commission  
4800 N LAMAR BLVD  
CRISS COLE SUITE 111  
AUSTIN TX 78756  
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:** 1862161688 001

**Purchaser:** MaryLou Ochoa

**Phone:**

**Fax:**

**Email:** marylou.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Per ODP Business Solutions per online pricing for TWC Account dated 05/15/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code § 20.391.

State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000.

Delivery Terms: 3 to 15 Business Days

**TWC Contact:**

Name: Sharon Hornsby

Tel: 512-459-2695

E-mail: sharon.hornsby@twc.texas.gov

**Vendor Contact:**

Name: State of Texas Accounts

Tel:

E-mail: stateoftexas@officedepot.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact 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 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.

**Ship to Comments:**

Criss Cole Rehab Center (CCRC)

4800 North Lamar Blvd., Suite 111

Austin, TX 78756

Attention: Shalon Hornsby

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**05/15/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Morpheus 360 Confort Plus Wireless Over-Ear Headphones	13061	204/68	3.0000	EA	\$30.99000	\$92.97	05/23/2024
							<b>Schedule Total</b>	\$92.97
					<b>ReqID:</b> 0000047301			
							<b>Item Total for Line # 1</b>	\$92.97
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	JLab Audio Fit 2.0 Bluetooth Earbud Headphones	13061	204/68	1.0000	EA	\$29.99000	\$29.99	05/23/2024
							<b>Schedule Total</b>	\$29.99
					<b>ReqID:</b> 0000047301			
							<b>Item Total for Line # 2</b>	\$29.99

**Total PO Amount** \$122.96

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

05/15/2024