



# Purchase Order

## PO No. 24198803

Order Date: 6/3/2024

Internal Tracking No.: PR 47542 24-0003747

**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**

3800 PALUXY DR  
STE 325  
TYLER TX 75703

**NOTE TO CONTRACTOR: POC**

Etta Coates  
(903) 236-2381  
etta.coates@twc.texas.gov

**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	Michael Kagan	michael.kagan@twc.texas.gov	(737) 400-5664

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61543	80420	<b>Oxford Twin Portfolio Folders, Orange, 25/Box (OXF 57510)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 080420-1855753 Manufacturer Name: TOPS PRODUCTS LLC	4	BOX	17.62	\$70.48
2	61543	79671	<b>Smead Two Pocket Portfolios, Black, 25/BX</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 079671-1855753 Manufacturer Name: SMEAD MANUFACTURING	4	BOX	20.10	\$80.40



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	61560	538264	<b>Avery Laser Address Labels, 1" x 2 5/8", Neon Yellow, 30 Labels/Sheet, 25 Sheets/Pack, 750 Labels/Pack (5972)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 538264-1855753 Manufacturer Name: AVERY PRODUCTS CORPORATION	1	PACK	11.54	\$11.54
4	61560	209882	<b>Avery Easy Peel Laser Address Labels, 1" x 2-5/8", White, 30 Labels/Sheet, 100 Sheets/Box, 3000 Labels/Box (5160)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 209882-1855753 Manufacturer Name: AVERY PRODUCTS CORPORATION	1	BOX	26.44	\$26.44
5	61543	296194	<b>Oxford Twin Portfolio Folders, Red, 25/Box (OXF 57511)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 296194-1855753 Manufacturer Name: TOPS PRODUCTS LLC	12	BOX	17.62	\$211.44
6	61560	260281	<b>Avery Easy Peel Laser Address Labels, 1" x 2-5/8", Clear, 30 Labels/Sheet, 50 Sheets/Box, 1500 Labels/Box (5660)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 6/6/2024 MPN: 260281-1855753 Manufacturer Name: AVERY PRODUCTS CORPORATION	1	BOX	33.39	\$33.39

**Total \$433.69**