



Procurement and Contracts
 Texas SmartBuy PO # 24208448
 Business Unit # 320AD
 Purchase Order # 24-0004148
 Purchase Order Change Notice (# 1)

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 07/02/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 07/08/2024
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
 4800 N LAMAR BLVD
 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: 1043390816 027

Purchaser: MaryLou Ochoa
Phone:
Fax:
Email: marylou.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

POCN1 Shipping added per vendor. 7/8/2024 mlo

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24208448 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 07/02/2024) - FOR PAYMENT PROCESSING PURPOSES ONLY****
 Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

TERM Contract 615-C1
 Contract start date: 08/31/2023
 Contract end date: 12/31/2024

Delivery Terms: 3 Days ARO

TWC Contact:
 Name: Lupita Ramon
 Phone: 512-340-4502 Ext: 4502
 Email: lupita.ramon@twc.texas.gov

Vendor Contact:
 Name: Staples Contract Commercial
 Phone: 800-540-2765
 Email: support_we @staples.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 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.

POCN 1 - Add freight per request from Purchasing. dwr - 07/08/2024

Authorized Signature

Sonya Babley, CTCD, CTCM

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07/08/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 912542 - Pentel® R. S.V.P.® RT Retractable Ballpoint Pens	13060	620/80	2.0000	PAK	\$5.79000	\$11.58	07/05/2024
							Schedule Total	<input type="text" value="\$11.58"/>
					ReqID: 0000047740			
							Item Total for Line # 1	<input type="text" value="\$11.58"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Freight	13060	620/80	1.0000	EA	\$5.99000	\$5.99	07/05/2024
							Schedule Total	<input type="text" value="\$5.99"/>
							Item Total for Line # 2	<input type="text" value="\$5.99"/>
							Total PO Amount	<input type="text" value="\$17.57"/>

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
 07/08/2024