



# Purchase Order Change Notice

## PO No. 24208448

Order Date: 7/2/2024

Internal Tracking No.: PR 47740 PO 24-0004148

**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**

4800 N. Lamar  
Attn: Lupita Ramon  
Austin TX 78756

**NOTE TO CONTRACTOR:**

Deliver To:

Lupita Ramon

[lupita.ramon@twc.texas.gov](mailto:lupita.ramon@twc.texas.gov)

512-340-4502 Ext: 4502

**REVISION HISTORY:**

**PO Revision #: 1**

**PO Change Reasons (Aggregated):**7/8/2024 9:25 am-Change to Line 1: Notes changed to Add Shipping cost \$5.99. 07/08/2024 mlo

**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/CO-OP Member	Purchaser	Email	Phone
Texas Workforce Commission - 320	MaryLou Ochoa	<a href="mailto:marylou.ochoa@twc.texas.gov">marylou.ochoa@twc.texas.gov</a>	(512) 111-1111



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	62080	912542	<b>Pentel R.S.V.P.174; RT Retractable Ballpoint Pen, Medium Point, Assorted Ink, 8/Pack (BK93CRBP8M)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Notes: Add Shipping cost \$5.99. 07/08/2024 mlo MPN: 912542-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	2	PACK	5.79	\$11.58

**Total \$11.58**