



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 25-0000647

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: X PO Date: 09/12/2024 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 INC
 DBA STAPLES CONTRACT AND COMMERCIAL LLC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
United States

Ship To: Texas Workforce Commission
 4405 SPRINGDALE RD
 RM 426M
 AUSTIN TX 78723
 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: 1042896127 020

Purchaser: Yvonne K Franklin

Phone:

Fax:

Email: yvonne.franklin@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

See attached "Wish List".

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Staples Steno Pads, 6" X 9", Gregg Ruled, White 80 Sheets/Pad, Dozen Pads/Pack (ST57354).	13800	785/73	3.0000	DOZ	\$19.76000	\$59.28	09/25/2024
							Schedule Total	<input type="text" value="\$59.28"/>
					ReqID: 0000049089			
							Item Total for Line # 1	<input type="text" value="\$59.28"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Scotch 7510000822520 Tape with Dispenser	13800	615/69	24.0000	ROL	\$1.25000	\$30.00	09/25/2024
							Schedule Total	<input type="text" value="\$30.00"/>
					ReqID: 0000049089			
							Item Total for Line # 2	<input type="text" value="\$30.00"/>

Authorized Signature

Sonya Babley, CTCD, CTCM

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09/12/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	ACCO174; Medium Binder Clips, Black, Dozen (A7072050B)	13800	615/88	15.0000	BOX	\$3.16000	\$47.40	09/25/2024
							Schedule Total	<input type="text" value="\$47.40"/>
						ReqID: 0000049089		
							Item Total for Line # 3	<input type="text" value="\$47.40"/>

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.

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
 09/12/2024