



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 25-0000658

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 09/13/2024 **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
 1712 W 287 BUSINESS
 WAXAHACHIE TX 75165-4707
 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:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25001096 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 09/13/2024) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY** Purchase Order issue in accordance with TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract 615-C1
 Contract start date: 08/32/2023
 Contract end date: 12/31/2024

Delivery Terms: 15 Days ARO

Contract Manager -
 Name: Jo Feike // Trusure Adams
 Phone: +1 (972) 937-8114
 Email: trusure.adams@twc.texas.gov

Vendor Contact -
 Name: Customer Support
 Phone: 800-540-2765 or 210-823-2056
 Email: yorka.velasco-cabellero@staples.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager 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 Purchasing HUB Services."

Could not order through WFS side because of a glitch in Staples ordering. Supplier kept changing what was being ordered. Printer cartridges for Trusure Adams.
 S2224 ANCIRA

Ship to Comments:

For Trusure Adams

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

09/13/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	HP 62XL Tri-Color High-Yield Ink Cartridge, C2P07AN	13060	575/45	1.0000	EA	\$36.53000	\$36.53	09/13/2024	
							Schedule Total	<input type="text" value="\$36.53"/>	
					ReqID:				
					0000049075				
							Item Total for Line # 1	<input type="text" value="\$36.53"/>	

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	HP 62XL/62 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (N9H67FN#140)	13060	575/45	1.0000	EA	\$50.23000	\$50.23	09/13/2024	
							Schedule Total	<input type="text" value="\$50.23"/>	
					ReqID:				
					0000049075				
							Item Total for Line # 2	<input type="text" value="\$50.23"/>	

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 **09/13/2024**