



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 25-0000680

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** X    **PO Date:** 09/16/2024    **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 678M  
 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:**

\*\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER XXXXXXXX HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 09/16/2024) - 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: 08/31/2023  
 Contract end date: 12/31/2024

Delivery Terms: 15 Days ARO

Contract Manager -  
 Name: BRITTANY HARLOW  
 Phone: [REDACTED]  
 Email: brittany.harlow@twc.texas.gov

Vendor Contact -  
 Contact Name: support\_we@staples.com  
 Email: Yorka.Velasco-Caballero@staples.com  
 Phone: (800) 540-2765  
 Alternate Contact Name: Yorka Velasco-Caballero  
 Alternate Email: Yorka.Velasco-Caballero@staples.com  
 Alternate Phone: (210) 823-2056

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."

**Ship to Comments:**

ATTN: B Harlow  
 Commission Appeals RM 678

**Ship to Comments:**

Commission Appeals RM 678

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**09/16/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	BIC Gel-ocity Original Retractable Gel Pens, Medium Point, Red Ink, Dozen (31565/RLC11)	13069	615/60	3.0000	DOZ	\$6.84000	\$20.52	09/20/2024
							<b>Schedule Total</b>	<input type="text" value="\$20.52"/>
							<b>ReqID:</b> 0000049083	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$20.52"/>
2-1	Avery TrueBlock Laser Shipping Labels, 2" x 4", White, 10 Labels/Sheet, 100 Sheets/Box (5163)	13069	615/60	5.0000	BOX	\$27.23000	\$136.15	09/20/2024
							<b>Schedule Total</b>	<input type="text" value="\$136.15"/>
							<b>ReqID:</b> 0000049083	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$136.15"/>
3-1	Paper Mate Liquid Paper Correction Fluid, 22ml., White, 12/Pack (56401)	13069	615/60	1.0000	DOZ	\$13.54000	\$13.54	09/20/2024
							<b>Schedule Total</b>	<input type="text" value="\$13.54"/>
							<b>ReqID:</b> 0000049083	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$13.54"/>
							<b>Total PO Amount</b>	<input type="text" value="\$170.21"/>

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.

**Authorized Signature**  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
**09/16/2024**



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**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

**09/16/2024**