



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000685

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** X    **PO Date:** 09/17/2024    **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  
101 E 15TH ST  
RM 416T  
AUSTIN TX 78778-0001  
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 25001517 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 09/17/2024) - 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: Jennifer Kelly  
Phone: 737-471-1072  
Email: jennifer.kelly@twc.texas.gov

Vendor Contact -  
Name: support\_we@staples.com  
Phone: 800-540-2765  
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."

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**09/17/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Sharpies	13068	615/60	2.0000	EA	\$20.76000	\$41.52	09/17/2024	
							<b>Schedule Total</b>	<input type="text" value="\$41.52"/>	
					<b>ReqID:</b>				
					0000049141				
							<b>Item Total for Line # 1</b>	<input type="text" value="\$41.52"/>	
2-1	Masking Tape	13068	615/60	6.0000	PAK	\$0.91000	\$5.46	09/17/2024	
							<b>Schedule Total</b>	<input type="text" value="\$5.46"/>	
					<b>ReqID:</b>				
					0000049141				
							<b>Item Total for Line # 2</b>	<input type="text" value="\$5.46"/>	
3-1	Royal Brites Paper Poster	13068	615/60	17.0000	EA	\$1.90000	\$32.30	09/17/2024	
							<b>Schedule Total</b>	<input type="text" value="\$32.30"/>	
					<b>ReqID:</b>				
					0000049141				
							<b>Item Total for Line # 3</b>	<input type="text" value="\$32.30"/>	
4-1	BIC Xtra Comfort Round Stic	13068	615/60	10.0000	EA	\$1.88000	\$18.80	09/17/2024	
							<b>Schedule Total</b>	<input type="text" value="\$18.80"/>	
					<b>ReqID:</b>				
					0000049141				
							<b>Item Total for Line # 4</b>	<input type="text" value="\$18.80"/>	

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**09/17/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Pacon 32X24 Manuscript	13068	615/60	1.0000	EA	\$8.57000	\$8.57	09/17/2024
							<b>Schedule Total</b>	<input type="text" value="\$8.57"/>
							<b>ReqID:</b> 0000049141	
							<b>Item Total for Line # 5</b>	<input type="text" value="\$8.57"/>
6-1	Post-It 174; Self-Stick Wall 20x23	13068	615/60	2.0000	EA	\$66.76000	\$133.52	09/17/2024
							<b>Schedule Total</b>	<input type="text" value="\$133.52"/>
							<b>ReqID:</b> 0000049141	
							<b>Item Total for Line # 6</b>	<input type="text" value="\$133.52"/>
							<b>Total PO Amount</b>	<input type="text" value="\$240.17"/>

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  
 09/17/2024