



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0003600

Payment N/A Freight N/A Ship Via: N/A PCC: E Date: 05/02/23 PO Method: DG Dispatch: Dispatch Rev Dt:
 Terms: Terms: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: OFFICE DEPOT
 PO BOX 660113
 DALLAS TX 75266-0113
 United States

Ship To: Texas Workforce Commission
 3800 PALUXY DR STE 325
 TYLER TX 75703
 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: 1592663954

Purchaser: Anna James
 Phone:
 Fax:
 Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

Quote Attached

Contact
 Etta Coates
 903-236-2381
 etta.coates@twc.texas.gov

Ship to Comments:

Delivery Instructions: Shipment is to be delivered inside of the building. No weekend deliveries.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Serta® Smart Layers Jennings Big & Tall Ergonomic Bonded Leather High-Back Executive Chair, Dark Gray/Silver	425/06	1.0000	EA	\$469.99000	\$469.99	05/02/2023
						Schedule Total	<input type="text" value="\$469.99"/>
				ReqID:			
				0000042036			
						Item Total for Line # 1	<input type="text" value="\$469.99"/>

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

05/02/2023



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0003600

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Office Depot® Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams	645/21	6.0000	CS	\$45.99000	\$275.94	05/02/2023
						Schedule Total	<input type="text" value="\$275.94"/>
				ReqID:			
				0000042036			
						Item Total for Line # 2	<input type="text" value="\$275.94"/>

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 Bebley, CTCD, CTCM
 Sonya Bebley, CTCD, CTCM
 05/02/2023