



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003709

Payment N/A Freight N/A Ship Via: N/A PCC: E Date: 05/09/23 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 575  
 TYLER TX 75703-1659  
 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: Rubyna M Ochoa  
 Phone: (737) 295-0317  
 Fax:  
 Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$10000 or Less

Attn:  
 Marsha Fuller  
 marsha.fuller@twc.texas.gov  
 +1 (903) 352-3547

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item# 5408811 Custom Printed Full Color Metal Silver Rectangle Name Badge/Tag, 1-1/2" x 3", Silver with magnetic fastener	080/15	7.0000	EA	\$22.48000	\$157.36	05/23/2023

Schedule Total

ReqID:  
0000042236

Item Total for Line # 1

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.

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/09/2023**



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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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/09/2023**