



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003950

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 05/24/23    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: ODP BUSINESS SOLUTIONS LLC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

Ship To: Texas Workforce Commission  
 2636 S LOOP WEST STE 525  
 HOUSTON TX 77054  
 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: 1862161688

Purchaser: Michael Kagan  
 Phone: (737) 400-5664  
 Fax:  
 Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated purchase \$10,000 or less

POC - Darlene R Rousseau  
 (832) 681-2647  
 darlene.rousseau@twc.texas.gov

Bookcase, 45"H, 3 Shelves, Spiced Mahogany Item #9597562 - Deliver items to the South Loop Office until the build out of the new office is complete.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Bookcase, 45"H, 3 Shelves, Spiced Mahogany Item #9597562	425/03	4.0000	EA	\$169.99000	\$679.96	05/24/2023

Schedule Total

ReqID:  
0000042504

Bookcase, 45"H, 3 Shelves, Spiced Mahogany Item #9597562

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 Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

05/24/2023



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Page: 2 of 2

**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

**05/24/2023**