



Procurement and Contracts  
 Texas SmartBuy PO # 24004774  
 Business Unit # 320AD  
 Purchase Order # 24-0000745

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: A    PO Date: 09/15/2023    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 PRINT SOLUTIONS  
 STAPLES CONTRACT & 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 656  
 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:** 1043390816 027

**Purchaser:** MaryLou Ochoa

**Phone:**

**Fax:**

**Email:** marylou.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

TERM 615-C1

TWC POC:

Irene S Morales

irene.morales@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Pilot G2 Retractable Gel Pen, Ultra Fine Point, Blue Ink (31278)		620/80	1.0000	DOZ	\$10.42000	\$10.42	09/29/2023
							<b>Schedule Total</b>	<input type="text" value="\$10.42"/>
					<b>ReqID:</b>	0000044371		
							<b>Item Total for Line # 1</b>	<input type="text" value="\$10.42"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Post-It Notes, 4X6, Canary Yellow, Lined, 100 sheets/pad, 5 pads/pack (660-5pk)		615/62	3.0000	PAK	\$11.59000	\$34.77	09/29/2023
							<b>Schedule Total</b>	<input type="text" value="\$34.77"/>
					<b>ReqID:</b>	0000044371		
							<b>Item Total for Line # 2</b>	<input type="text" value="\$34.77"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

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**09/15/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Post-It Super Sticky Notes, Canary Yellow, Lined 4X6, 90 sheet/pad, 5 pads/pack		615/62	3.0000	PAK	\$6.70000	\$20.10	09/29/2023
							<b>Schedule Total</b>	<input type="text" value="\$20.10"/>
							<b>ReqID:</b> 0000044371	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$20.10"/>
4-1	Avery Easy Peel Laser Address (5160) 1x2-5/8", White, 30 labels/sheet, 100 sheets/box, 3000		615/60	1.0000	BOX	\$26.44000	\$26.44	09/29/2023
							<b>Schedule Total</b>	<input type="text" value="\$26.44"/>
							<b>ReqID:</b> 0000044371	
							<b>Item Total for Line # 4</b>	<input type="text" value="\$26.44"/>
							<b>Total PO Amount</b>	<input type="text" value="\$91.73"/>

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  
 09/15/2023