



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0000807

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A D 09/19/2023 DG Dispatch 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
4800 N LAMAR BLVD
AUSTIN TX 78756
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 058

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

TWC Prefers Electronic Submission

PO Information:

These items will be used to aid staff with completing their job duties.
Catalog Purchase subject to TWC Terms and Conditions

*****PLEASE DO NOT SUBSTITUTE*****

*****SEE SHIP TO COMMENTS*****

Per Office Depot corresponding Catalog quote dated 09/2023.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

Contract
Name: Latoya Jackson
Tel: 512-377-0371
E-mail: latoya.jackson@twc.texas.gov

Vendor Contact
Name: Lisa Patton
Tel: (713) 878-2158
E-mail: stateoftexas@officedepot.com
VIN: 1592663954

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only 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 must 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.

Ship to Comments:

SHIP TO
Criss Cole Rehabilitation Center
Attn LaToya Jackson
4800 N. LAMAR BLVD.
AUSTIN TX 78756

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

09/19/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item # 924627 HP 62 Black And Tri-Color Ink Cartridges, Pack Of 2, N9H64FN		203/72	3.0000	EA	\$41.89000	\$125.67	10/02/2023
							Schedule Total	<input type="text" value="\$125.67"/>
					ReqID: 0000044536			
							Item Total for Line # 1	<input type="text" value="\$125.67"/>
2-1	Item # 576096 HP 62 Black Ink Cartridge, C2P04AN		203/72	4.0000	EA	\$19.89000	\$79.56	10/02/2023
							Schedule Total	<input type="text" value="\$79.56"/>
					ReqID: 0000044536			
							Item Total for Line # 2	<input type="text" value="\$79.56"/>
3-1	Item # 2202166 uni-ball® Vision _z Elite _z Rollerball Pens, Ultra-Fine Point, 0.5 mm, Black Barrel, Blue Ink, Pack Of 12 Pens		620/80	3.0000	EA	\$27.79000	\$83.37	10/02/2023
							Schedule Total	<input type="text" value="\$83.37"/>
					ReqID: 0000044536			
							Item Total for Line # 3	<input type="text" value="\$83.37"/>
4-1	Item # 257158 uni-ball® Vision _z Elite _z Liquid Ink Rollerball Pens, Micro Point, 0.5 mm, Black Barrel, Black Ink, Pack Of 12		620/80	3.0000	EA	\$30.99000	\$92.97	10/02/2023
							Schedule Total	<input type="text" value="\$92.97"/>
					ReqID: 0000044536			
							Item Total for Line # 4	<input type="text" value="\$92.97"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Item # 230329 Alliance Rubber® Brites® File Bands, Assorted, Bag Of 50		616/75	1.0000	EA	\$7.69000	\$7.69	10/02/2023
							Schedule Total	<input type="text" value="\$7.69"/>
					ReqID:			
					0000044536			
							Item Total for Line # 5	<input type="text" value="\$7.69"/>
6-1	Item # 855910 Office Depot® Brand Rubber Bands, #54, Assorted Sizes, Crepe, 1-Lb Bag		616/75	2.0000	EA	\$9.49000	\$18.98	10/02/2023
							Schedule Total	<input type="text" value="\$18.98"/>
					ReqID:			
					0000044536			
							Item Total for Line # 6	<input type="text" value="\$18.98"/>
7-1	Item # 99080 Smead® Color Interior Folders, 1/3 Cut, Letter Size, Assorted Colors, Box Of 100		615/45	1.0000	EA	\$39.90000	\$39.90	10/02/2023
							Schedule Total	<input type="text" value="\$39.90"/>
					ReqID:			
					0000044536			
							Item Total for Line # 7	<input type="text" value="\$39.90"/>
8-1	Item # 3911031 Business Source Smiling Face Binder Clips - Medium - for Paper, Office, Classroom - Sturdy - 42 / Tube - Assorted		615/69	2.0000	EA	\$5.49000	\$10.98	10/02/2023
							Schedule Total	<input type="text" value="\$10.98"/>
					ReqID:			
					0000044536			
							Item Total for Line # 8	<input type="text" value="\$10.98"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Item # 825190 Office Depot® Brand Binder Clips, Medium, 1-1/4" Wide, 5/8" Capacity, Black, Pack Of 144 (12 Boxes Of 12 Clips)		615/69	2.0000	EA	\$24.59000	\$49.18	10/02/2023
							Schedule Total	\$49.18
						ReqID: 0000044536		
							Item Total for Line # 9	\$49.18
10-1	Item # 825182 Office Depot® Brand Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black, 12 Clips Per Box, Pack Of 12 Boxes		615/69	2.0000	EA	\$14.69000	\$29.38	10/02/2023
							Schedule Total	\$29.38
						ReqID: 0000044536		
							Item Total for Line # 10	\$29.38
11-1	Item # 550648 Sparco® Vinyl-Coated Gem Clips, Box Of 500, No. 1, Assorted Colors		616/69	2.0000	EA	\$8.49000	\$16.98	10/02/2023
							Schedule Total	\$16.98
						ReqID: 0000044536		
							Item Total for Line # 11	\$16.98
12-1	Item # 212239 Office Depot® Brand Book Rings, 1", Silver, Pack Of 100		615/09	30.0000	EA	\$13.49000	\$404.70	10/02/2023
							Schedule Total	\$404.70
						ReqID: 0000044536		
							Item Total for Line # 12	\$404.70

Total PO Amount

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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

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09/19/2023