



Procurement and Contracts
 Texas SmartBuy PO # 24036403
 Business Unit # 320AD
 Purchase Order # 24-0001450

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 11/02/2023 **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 STREET RM 0316
 TWC ANNEX
 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: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Envelopes need to be delivered to Xerox location.
 Need to replenish supplies for our vendor, Xerox.

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24036403 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 11/01/2023) - FOR PAYMENT PROCESSING PURPOSES ONLY**

Purchase Order issue in accordance to CPA TERM CONTRACT: 34 TX ADMIN CODE § 20.220 - TERM CONTRACTS

TERM Contract 615-C1
 Contract start date: 08/31/2023
 Contract end date: 12/31/2024

Delivery Terms: 30 Days ARO

Requestor -
 Name: Mary Coy
 Phone: +1 (737) 285-3314
 Email: mary.coy@twc.texas.gov

Vendor Contact -
 Contact Name: support_we@staples.com
 Email: support_we@staples.com
 Phone: (800) 540-2765
 Alternate Contact Name: Yorka Velasco-Caballero
 Alternate Email: Yorka.Velasco-Caballero@staples.com

Submit invoices via email to APPO@twc.texas.gov and the Requestor listed above. PDF or Word Documents only are 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 will 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 Procurement Contract Services."

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

11/02/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Staples Clasp Moistenable Glue Catalog Envelopes, 10" x 13", Natural Brown, 100/Box (19965)		310/06	6.0000	BOX	\$17.16000	\$102.96	11/02/2023
							Schedule Total	\$102.96
							ReqID: 0000045138	
							Item Total for Line # 1	\$102.96
2-1	Staples174; Extra- Heavyweight Clasp Moistenable Glue 15 1/2 Catalog Envelope, 12" x 15 1/2", Beige, 100/Box (ST122150-CC)		310/06	1.0000	BOX	\$32.96000	\$32.96	11/02/2023
							Schedule Total	\$32.96
							ReqID: 0000045138	
							Item Total for Line # 2	\$32.96
							Total PO Amount	\$135.92

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
 11/02/2023