



Purchase Order

PO No. 24048590

Order Date: 12/7/2023

Internal Tracking No.: 24-0001819 / 45470

Contractor Info

Staples Contract & Commercial LLC
10433908166
500 Staples Drive
Framingham, MA 01702

Bill To

101 EAST 15TH ST., RM 446
Accts Payable: APPO@twc.state.tx.us
AUSTIN TX 78778

Ship To

Texas Workforce Commission
Open Records
+1 (512) 755-4178
Attention Bethany Villarreal
4405 SPRINGDALE RD RM 266M
bethany.villarreal@twc.texas.gov
AUSTIN TX 78723

NOTE TO CONTRACTOR: "Delivery Contact: Bethany Villarreal +1 (512) 305-9871 bethany.villarreal@twc.texas.gov

Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #. 24-0001819 / 45470

Disclaimer

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

Bobby Pounds

Texas Comptroller of Public Accounts – Statewide Procurement Division

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	Kelly Hall	kelly.hall@twc.texas.gov	(737) 667-5150

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	78573	903037	TOPS Voice Message Pad, 8-1/2" x 8-1/4", White, 50 Sheets/Pad (44165) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 903037-1855753 Manufacturer Name: TOPS PRODUCTS LLC	4	EACH	7.97	\$31.88



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2	78573	586996	TOPS Prism Steno Pads, 6" x 9", Gregg, Purple, 80 Sheets/Pad, 4 Pads/Pack (TOP 80264) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 586996-1855753 Manufacturer Name: TOPS BUSINESS FORMS	2	PACK	20.27	\$40.54
3	78573	587239	TOPS Prism Steno Pads, 6" x 9", Gregg, Pink, 80 Sheets/Pad, 4 Pads/Pack (TOP 80254) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 587239-1855753 Manufacturer Name: TOPS BUSINESS FORMS	2	PACK	20.27	\$40.54
4	78573	2655668	TOPS Steno Book, 6" x 9", Gregg Ruled, 80 Sheets, Assorted Colors, 4 per Pack (80221) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 2655668-1855753 Manufacturer Name: TOPS BUSINESS FORMS	3	PACK	15.41	\$46.23
5	61553	587390	Officemate .75" Handle Letter Opener, Blue (OIC30310) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 587390-1855753 Manufacturer Name: OFFICEMATE LLC	6	EACH	1.07	\$6.42



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6	61560	24463341	Sharpie S-Gel Retractable Gel Pen, Medium Point, Purple Ink, Dozen (2126235) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 24463341-1855753 Manufacturer Name: SANFORD CORP	3	DOZ	12.34	\$37.02
7	61555	711452	Safco Single-Pocket Steel Wall File, Letter Size, Black (3170BL) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 711452-1855753 Manufacturer Name: SAFCO PRODUCTS CO	2	EACH	20.52	\$41.04
8	61569	890999	Advantus Panel Wall Cubicle Clips, Assorted Cool Colors, 20/Box (75307) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 12/11/2023 MPN: 890999-1855753 Manufacturer Name: ADVANTUS CORP ADVANTUS COP NAD	2	BOX	9.21	\$18.42

Total \$262.09