



Procurement and Contracts
 Texas SmartBuy PO # 24048937
 Business Unit # 320AD
 Purchase Order # 24-0001852

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 12/11/2023 **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: 5490-4007
 4405 SPRINGDALE RD
 AUSTIN TX 78723
 United States

Ship To Attention: Anna Colbert /John Best
Bill To: 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1043390816 027

Purchaser: Anna James
Phone:
Fax:

512/936-3299

Email: anna.mccorkle@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

TERM 615-C1

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24048937 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 12/11/2023 - FOR PAYMENT PROCESSING PURPOSES ONLY****
 Purchase Order issue in accordance to TERM contracts: 34 TX Admin. Code 20.220

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

Terms: 3 Days ARO

Contact
 John Best/Anna Colbert
 737-667-5440/737-667-5638
 john.best@twc.texas.gov
 anna.colbert@twc.texas.gov

Vendor
 VID: 10433908166
 Staples Contract Commercial LLC
 Support_WE
 support_we@staples.com
 (800) 540-2765

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager 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.

Ship to Comments:

Attn: Anna Colbert or John Best
 101 E 15th street STE 514 Austin TX 78778

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/11/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	245431 Post-it174; Greener Notes, 3" x 3", Canary Yellow, 100 Sheets/Pad, 12 Pads/Pack (654-RP)	13057	615/62	5.0000	PAK	\$8.04000	\$40.20	12/22/2023
							Schedule Total	\$40.20
					ReqID: 0000045473			
					MFG Item ID: 245431-1855753			
245431-1855753								
							Item Total for Line # 1	\$40.20
2-1	587390 Officemate .75" Handle Letter Opener, Blue (OIC30310)	13057	615/53	12.0000	EA	\$1.07000	\$12.84	12/22/2023
							Schedule Total	\$12.84
					ReqID: 0000045473			
					MFG Item ID: 587390-1855753			
587390-1855753								
							Item Total for Line # 2	\$12.84
3-1	112235 Bostitch PowerCrown Staples, 1/4" Leg Length, 5000 Staples/Box (STCRP21151/4)	13057	659/47	12.0000	BOX	\$2.78000	\$33.36	12/22/2023
							Schedule Total	\$33.36
					ReqID: 0000045473			
					MFG Item ID: 112235-1855753			
112235-1855753								
							Item Total for Line # 3	\$33.36
4-1	117178 Band-Aid Brand Flexible Fabric Adhesive Bandages, Assorted Sizes, 100 /Box (117178)	13057	475/09	1.0000	BOX	\$8.00000	\$8.00	12/22/2023
							Schedule Total	\$8.00
					ReqID: 0000045473			
					MFG Item ID: 117178-1855753			
117178								
							Item Total for Line # 4	\$8.00

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/11/2023



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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.

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

12/11/2023