



Procurement and Contracts
 Texas SmartBuy PO # 24053736
 Business Unit # 320AD
 Purchase Order # 24-0001907

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 12/14/2023 **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: 5411-4000
 1411 BRAZOS ST.
 ANNEX 0242
 AUSTIN TX 78778-0001
 United States

Ship To Attention: uihr@twc.texas.gov
Bill To: 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:

512/936-3299

Email: kelly.hall@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24053736 HAS BEEN SUBMITTED TO VENDOR VIA TSB ON 12/14/2023)

FOR PAYMENT PROCESSING PURPOSES ONLY**

Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

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

Delivery Terms: 05 Days ARO

Requestor -
 Name: Frances Cruz
 Email frances.cruz@twc.texas.gov
 Phone +1 (512) 936-3557

Vendor Contact -
 Contact Name: support_we@staples.com
 Email: Eric.Williams2@Staples.com
 Phone: (800) 540-2765
 Alternate Contact Name: Yorka Velasco-Caballero
 Alternate Email: Yorka.Velasco-Caballero@staples.com
 Alternate Phone: (210) 823-2056

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

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/14/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Commodity Code: 34532 Item Detail: First Aid Only First Aid Kit, 25 People, 106 Pieces (223-U/FAO)	13069	345/32	3.0000	PAK	\$12.44000	\$37.32	12/14/2023
							Schedule Total	<input type="text" value="\$37.32"/>
					ReqID: 0000045558			
							Item Total for Line # 1	<input type="text" value="\$37.32"/>
2-1	Commodity Code: 45006 Item Detail: Duracell Coppertop AA Alkaline Battery, 36/Pack (MN15P36)	13069	450/06	1.0000	PAK	\$34.78000	\$34.78	12/14/2023
							Schedule Total	<input type="text" value="\$34.78"/>
					ReqID: 0000045558			
							Item Total for Line # 2	<input type="text" value="\$34.78"/>
3-1	Commodity Code: 61531 Item Detail: Oxford Clear Front Report Covers, Dark Blue, 8 1/2" x 11", 25/Box (55838EE)	13069	615/31	2.0000	EA	\$40.15000	\$80.30	12/14/2023
							Schedule Total	<input type="text" value="\$80.30"/>
					ReqID: 0000045558			
							Item Total for Line # 3	<input type="text" value="\$80.30"/>
							Total PO Amount	<input type="text" value="\$152.40"/>

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.

Authorized Signature
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 12/14/2023



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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

12/14/2023