



Procurement and Contracts
Texas SmartBuy PO # 24053969
Business Unit # 320AD
Purchase Order # 24-0001931

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 12/15/2023 **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: 2250-4203
3555 TIMMONS LN STE 790
HOUSTON TX 77027-6466
United States

Ship To Attention: nedra zeno
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 24053969 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 12/15/2023 - 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
Nedra Zeno
832-681-2690
nedra.zeno@twc.texas.gov
OR
Renee Nelson-Moore
832-681-2642
281-768-0308
renee.nelson-moore@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:

Renee Nelson-Moore
3555 Timmons Lane #790
832-681-2642

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/15/2023



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281-768-0308

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	24339497 Brother black toner cartridge	13060	575/47	2.0000	EA	\$40.24000	\$80.48	12/27/2023
							Schedule Total	\$80.48
					ReqID: 0000045560			
					MFG Item ID: 24339497-1855753			
					Brother TN-223 Black Standard Yield Toner Cartridge (TN223BK)			
							Item Total for Line # 1	\$80.48

Total PO Amount **\$80.48**

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

12/15/2023