



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002028

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 12/27/2023 **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 INC
DBA STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266-0409
United States

Ship To: 5400-4000
1411 BRAZOS ST.
ANNEX 0210
AUSTIN TX 78778-0001
United States

Ship To Attention: Kimberly Anderson
Bill To: 101 E 15TH ST
RM 470
AUSTIN TX 78778-0001
United States

Vendor ID: 1042896127 020

Purchaser: Gregory Kolz
Phone: (737) 400-5673
Fax:

512/936-3299

Email: gregory.kolz@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:
Mr. Holen is requesting the Owl Video Conferencing System with Expansion Mic to be used in his conference room for group meetings.
Staples
Model # 6667340
Item # 24536113
You will have to select Meeting Owl Premium Pack plus Expansion Mic total \$1,448.00.
"

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less. "
"Per [Vendor Name] corresponding Quote No. XXXXXX dated XX/XX/XX.
By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised XX/XX/XXXX (ATTACHMENT I) apply to this order.
Delivery Terms: XX Days ARO

Contract Manager-
Name:
Tel:
E-mail:

Vendor Contact-
Name:
Tel:
E-mail:

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only 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 must 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 Purchasing HUB Services."

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Staples
Model # 6667340
Item # 24536113
You will have to select Meeting Owl Premium Pack plus Expansion Mic total \$1,448.00.

Ship to Comments:
Please deliver to:

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

12/28/2023



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Texas Workforce Commission
 Division Director of UI
 1411 Brazos
 Room 0210
 Austin Texas 78701

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Owl Video Conferencing System with Expansion Mic for Mr. Holen	13069	880/11	1.0000	EA	\$1,448.00000	\$1,448.00	12/27/2023
							Schedule Total	<input type="text" value="\$1,448.00"/>
					ReqID:			
					0000045645			
							Item Total for Line # 1	<input type="text" value="\$1,448.00"/>

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
 12/28/2023