



Procurement and Contracts
Texas SmartBuy PO # 21001822
Business Unit # 320AD
Purchase Order # 21-0000724

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: X Date: 09/18/20 PO Method: DG Dispatch: Dispatch Rev Dt: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: OFFICE DEPOT
PO BOX 660113
DALLAS TX 75266-0113
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 540
AUSTIN TX 78723
United States

Bill To: APPO@twc.state.tx.us or
Texas Workforce Commission
101 E 15TH ST
RM 446
AUSTIN TX 78778-0001
United States

Vendor ID: 1592663954

Purchaser: Jessica Kabina Barcenas
Phone: 512/936-4482
Fax: 512 475 3502
Email: jessica.barcenas@twc.state.tx.us

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000 or Less

Contract: TXMAS-20-7501

TWC POC: Carmen Ortiz 512-936-3231

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HP 98/95 (CB327FN) Combo Pack 1/Black and 1/Tri-color Original Ink Cartridges	207/72	4.0000	EA	\$59.96000	\$239.84	09/21/2020

Schedule Total

ReqID:
0000029169

Item Total for Line # 1

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	SK7000020 AT-A-GLANCE QuickNotes 13-Month Desk Pad Calendar, 22in x 17in	615/19	1.0000	EA	\$12.65000	\$12.65	09/21/2020

Schedule Total

ReqID:
0000029169

Item Total for Line # 2

Authorized Signature

Glenn A Smith

09/18/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	SK20020 At-A-Glance DayMinder 15-Month Monthly Planner, 8in x 12in	615/19	1.0000	EA	\$9.14000	\$9.14	09/21/2020
						Schedule Total	\$9.14
						ReqID:	0000029169
						Item Total for Line # 3	\$9.14

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	PM1128 At-A-Glance 3-Month Reference 14-Month Wall Calendar, 12in x 27in	615/19	1.0000	EA	\$13.09000	\$13.09	09/21/2020
						Schedule Total	\$13.09
						ReqID:	0000029169
						Item Total for Line # 4	\$13.09

Total PO Amount	\$274.72
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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


Glenn A Smith

09/18/2020