



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 21-0000786

Page: 1 of 2

Payment N/A Freight N/A Ship Via: N/A PCC: X Date: 09/24/20 PO Method: DG Dispatch: Dispatch Rev Dt:
Terms: Terms: Via Print

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: Texas Workforce Commission
101 E 15TH ST
RM 230
AUSTIN TX 78778-0001
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: 1043390816

Purchaser: Rebecca Stone

Phone: 512/936-4338

Fax:

Email: rebecca.stone@twc.state.tx.us

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000 or Less

Please Deliver To:
Attn. Laura M Konopka
4405 Springdale Rd
RM 230M
Austin, TX 78723
512-463-2744

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	[Banks-Means, Michelle, Califone 7' Cable Computer Microphone 935420	803/39	1.0000	EA	\$27.46000	\$27.46	09/28/2020

Schedule Total \$27.46

ReqID:
0000029124

Item Total for Line # 1 \$27.46

Total PO Amount \$27.46

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

Glenn A Smith

09/24/2020



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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

A handwritten signature in blue ink that reads "Glenn A. Smith".
Glenn A. Smith

09/24/2020