# Procurement and Contracts

Business Unit # 320AD
Purchase Order # 21-0002632
Purchase Order Change Notice (# 1)

| Payment Terms: | N/A | Freight Terms: | N/A | Ship Via: | N/A | PCC: | X | Date: | 04/14/21 | PO Method: | DG | Dispatch: | Dispatch Via Print | Rev Dt: | 04/14/21 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

**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
1301 S BOWEN RD
STE 150
ARLINGTON TX 76013
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:** Marie Diemer
**Phone:** 512/936-3123
**Fax:**
**Email:** marie.diemer@twc.state.tx.us

**TWC Prefers Electronic Submission**

**PO Information:**
Delegated Purchase $ 5000 or Less - contract TXMAS-20-7501 - POCN1 change supplier and item mix - MD

Please call or email requester when delivery will be made. Provide tracking number when possible

anitra.triggs@twc.state.tx.us / 817 436 4120

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|
| 1-1 | HP 62/62XL Black/Tri-color Ink Cartridges (N9H67FN), Pack of 2 - Item# 924653 | 203/72 | 2.0000 | EA | **$75.48000** | **$150.96** | 03/11/2021 |

**Schedule Total** $150.96

**ReqID:**
0000030891

**Item Total for Line # 1** $150.96

**Total PO Amount** $150.96

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

**04/14/2021**

# Procurement and Contracts

Business Unit # 320AD
Purchase Order # 21-0002632
Purchase Order Change Notice (# 1)

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

**04/14/2021**