



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 21-0003074

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Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: X Date: 04/19/21 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
See Detail Below

Vendor ID: 1592663954

Purchaser: Marie Diemer
Phone: 512/936-3123
Fax:
Email: marie.diemer@twc.state.tx.us

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

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000 or Less - contract TXMAS-20-7501

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

janedda.brown@twc.state.tx.us / 512 463 2605

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Office Depot Brand Self-Inking Date Stamp, Black Ink W/Extra Pad	615/77	5.0000	EA	\$10.29000	\$51.45	04/27/2021

Ship To: 5230-4007

Delivery Instructions:

4405
SPRINGDALE RD
RM 426M
AUSTIN TX 78723
United States

Schedule Total

ReqID:
0000031243

Item Total for Line # 1

Authorized Signature

Glenn A. Smith

04/19/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Xstamper Self-Inking Auto Numbering Machine - Number Stamp - 6 Bands - 1 Each	615/77	1.0000	EA	\$40.50000	\$40.50	04/27/2021
Ship To: 5212-4007		Delivery Instructions:					
4405 SPRINGDALE RD RM 446M AUSTIN TX 78723 United States							
						Schedule Total	\$40.50
						ReqID: 0000031243	
						Item Total for Line # 2	\$40.50

Total PO Amount \$91.95

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

04/19/2021