



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003711

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 05/09/23    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: OFFICE DEPOT  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

Ship To: Texas Workforce Commission  
 4405 SPRINGDALE RD  
 RM 678M  
 AUSTIN TX 78723  
 United States

Bill To: APPO@twc.texas.gov or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

Vendor ID: 1592663954

Purchaser: Anna James  
 Phone:  
 Fax:  
 Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$10000 or Less

On-Line Quote Attached

Contact

Elizabeth Standifer

737-443-7349

elizabeth.standifer@twc.texas.gov

**Ship to Comments:**

Please send to Elizabeth Standifer 5th Floor Trinity Bldg. Room 526AT

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Targus® 4-Port USB 3.0 SuperSpeed <sup>®</sup> Hub, 2.75"H x 0.5"W x 0.5"D Item # 725630	204/13	1.0000	EA	\$24.99000	\$24.99	05/09/2023

Schedule Total

ReqID:  
0000042192

Item 725630

Item Total for Line # 1

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/09/2023**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Mead® Journal Composition Book, 7 1/2"x 9 3/4", Wide Ruled, 50 Sheets, BlackMarble Item # 333760	616/15	5.0000	EA	\$6.26000	\$31.30	05/09/2023
						Schedule Total	\$31.30
						ReqID:	0000042192
Item 333760						Item Total for Line # 2	\$31.30
3-1	Duracell® Coppertop AA Alkaline Batteries, Box Of 24	450/06	1.0000	BOX	\$30.19000	\$30.19	05/09/2023
						Schedule Total	\$30.19
						ReqID:	0000042192
Item 741955						Item Total for Line # 3	\$30.19
4-1	Post-it® Super Sticky Notes, 4 in. x 6 in., Supernova Neons Collection, Lined, 3 Pads/Pack, 90 Sheets/Pad Item # 820070	615/62	2.0000	PKG	\$15.29000	\$30.58	05/09/2023
						Schedule Total	\$30.58
						ReqID:	0000042192
Item 820070						Item Total for Line # 4	\$30.58

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

05/09/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Post it® Notes Super Sticky Notes, 3" x 3", Supernova Neons Collection, Pack Of 24 Pads Item # 336977	615/62	1.0000	PAK	\$19.99000	\$19.99	05/09/2023
						<b>Schedule Total</b>	<input type="text" value="\$19.99"/>
				<b>ReqID:</b>			
				0000042192			
Item 336977						<b>Item Total for Line # 5</b>	<input type="text" value="\$19.99"/>

**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 Bebley, CTCD, CTCM*  
 Sonya Bebley, CTCD, CTCM  
**05/09/2023**