



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003714

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:** STAPLES INC  
 DBA STAPLES CONTRACT AND COMMERCIAL LLC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 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:** 1042896127

**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	Pilot RexGrip BeGreen Retractable Ballpoint Pens, Medium Point, Blue Ink, Dozen (32371) Model #: 32371 Item #: 752359	620/80	2.0000	DOZ	\$19.69000	\$39.38	05/09/2023

**Schedule Total**

**ReqID:**  
0000042192

Please make sure to get these Exact Pens - No SUBSTITUTIONS PLEASE

Blue Ink, Dozen (32371)  
 Item #: 752359 | Model #: 32371

**Item Total for Line # 1**

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, 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	Post-it Super Sticky Notes, 4" x 4", Energy Boost Collection, Lined, 90 Sheets/Pad, 6 Pads/Pack (675-6SSUC) Item #: 586113   Model #: 6756SSUC	616/62	1.0000	PAK	\$13.59000	\$13.59	05/09/2023
						<b>Schedule Total</b>	<input type="text" value="\$13.59"/>
				<b>ReqID:</b>			
				0000042192			
Item #: 586113   Model #: 6756SSUC						<b>Item Total for Line # 2</b>	<input type="text" value="\$13.59"/>

**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 Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**05/09/2023**