



# Purchase Order

## PO No. 24036403

Order Date: 11/2/2023

Internal Tracking No.: 45138 / 24-0001450

**Contractor Info**

Staples Contract & Commercial LLC  
10433908166  
500 Staples Drive  
Framingham, MA 01702

**Bill To**

101 EAST 15TH ST., RM 446  
Accts Payable: APPO@twc.state.tx.us  
AUSTIN TX 78778

**Ship To**

Texas Workforce Commission  
Xerox ADC  
512-236-5059  
Attn Preston Turner  
9500 Metric Blvd., Ste 100 (Door E1)  
Austin TX 78758

**NOTE TO CONTRACTOR:** Delivery Contact: Preston Turner 512-236-5059  
Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.24-0001450 / 45138

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	Kelly Hall	kelly.hall@twc.texas.gov	(737) 667-5150

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	31006	122150	<b>Staples174; Extra-Heavyweight Clasp Moistenable Glue 15 1/2 Catalog Envelope, 12" x 15 1/2", Beige, 100/Box (ST122150-CC)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 11/6/2023 MPN: 122150-1855753 Manufacturer Name: WORKLIFE BRANDS	1	BOX	32.96	\$32.96



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2	31006	884782	<b>Staples Clasp Moistenable Glue Catalog Envelopes, 10" x 13", Natural Brown, 100/Box (19965)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 11/6/2023 MPN: 884782-1855753 Manufacturer Name: WORKLIFE BRANDS	6	BOX	17.16	\$102.96

**Total \$135.92**