



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0001540

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** D **PO Date:** 11/09/2023 **PO End Date:** **PO Method:** IT **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ODP BUSINESS SOLUTIONS LLC
 PO BOX 660113
 DALLAS TX 75266-0113
United States

Ship To: Texas Workforce Commission
 2124 ALPINE ST
 LONGVIEW TX 75601
 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: 1862161688 001

Purchaser: Rubyna M Ochoa
Phone: (737) 295-0317
Fax:
Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Per [ODP Business Solutions LLC] corresponding Quote attained via online special pricing dated 11/09/2024.
 By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10-25-23 (ATTACHMENT I) apply to this order.

Delivery Terms: 10 Days ARO

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code § 20.391.

[State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000.]

TWC Point of Contact :
 Name: Etta Coates
 Tel: +1 (903) 236-2381
 E-mail: etta.coates@twc.texas.gov

Vendor Contact:
 Name: Customer Service
 Tel: 1-888-263-3423
 E-mail: StateofTexas@ODPBusiness.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

11/09/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HP 62 Black Ink Cartridge, C2P04AN Item #576096		207/72	4.0000	EA	\$19.99000	\$79.96	11/23/2023
							Schedule Total	<input type="text" value="\$79.96"/>
					ReqID: 0000045069			
							Item Total for Line # 1	<input type="text" value="\$79.96"/>
							Total PO Amount	<input type="text" value="\$79.96"/>

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.

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
11/09/2023