



# Purchase Order

## PO No. 24039264

Order Date: 11/15/2023

Internal Tracking No.: PO 24-0001620 / PR 45190

**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  
Attn: Alison Lynn Hernandez  
+1 (512) 463-7902  
4405 SPRINGDALE RD  
RM 608M  
Austin TX 7723

**NOTE TO CONTRACTOR:** Delivery Contact: [ Alison Hernandez and +1 (512) 463-7902]  
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 # 24-0001620.

**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	Rubyna Ochoa	rubyna.ochoa@twc.texas.gov	(737) 295-0317

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	68028	639712	<b>Pentel EnerGel RTX Retractable Gel Pen, Medium Point, Blue Ink, Dozen (BL77C)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 11/20/2023 MPN: 639712-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	2	DOZ	15.35	\$30.70



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2	62080	639710	<b>Pentel EnerGel RTX Retractable Gel Pens, Medium Point, Black Ink, Dozen (BL77-A)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 11/20/2023 MPN: 639710-1855753 Manufacturer Name: PENTEL OF AMERICA LTD	2	DOZ	15.35	\$30.70
3	62090	490351	<b>Sharpie Permanent Markers, Twin Tip, Black, 12/Pack (32001)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 11/20/2023 MPN: 490351-1855753 Manufacturer Name: SANFORD CORP	2	DOZ	19.88	\$39.76

**Total \$101.16**