



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0001622

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 11/20/2023 **PO End Date:** **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 PRINT SOLUTIONS
 STAPLES CONTRACT & COMMERCIAL LLC
 DBA STAPLES BUSINESS ADVANTAGE
 PO BOX 660409
 DALLAS TX 75266-0409
 United States

Ship To: 2224-4364
 2600 MACARTHUR BLVD, STE 102
 LEWISVILLE TX 75067-6748
 United States

Ship To Attention: CONSTANCE BLACKSHER
Bill To: 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1043390816 027

Purchaser: Rubyna M Ochoa
Phone: (737) 295-0317
Fax:

512/936-3299

Email: rubyna.ochoa@twc.texas.gov

Bill To Email: APPO@twc.texas.gov

PO Information:

Delegated Purchase \$10000 or Less

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [Staples Print Solutions] corresponding Quote attained via email dated 11/17/2023.

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

TWC Point of Contact-
 Name: Sarah Frias
 Tel: +1 (817) 598-4883
 E-mail: sarah.frias@twc.texas.gov

Vendor Contact-
 Name: Customer Support
 Phone: (800) 540-2765
 Email: support_we@staples.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only 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

11/20/2023



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0001622

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Key lock box	13060	425/50	1.0000	EA	\$130.89000	\$130.89	11/30/2023
							Schedule Total	<input type="text" value="\$130.89"/>
					ReqID:			
					0000045191			
							Item Total for Line # 1	<input type="text" value="\$130.89"/>
							Total PO Amount	<input type="text" value="\$130.89"/>

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
 11/20/2023