



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0004103

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Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E PO Date: 06/28/2024 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: Texas Workforce Commission
5800 N I 35
DENTON TX 76207-1440
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: 1043390816 027

Purchaser: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

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

Staples Order dated 6/28/24

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 1/30/24 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Jo Feike
E-mail: jo.feike@twc.texas.gov

Vendor Contact
Name: Staples
E-mail: support_we@staples.com
VIN: 1043390816

Submit invoices via email to APPO@TWC.texas.gov. 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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Delton KB200 & S12 Wireless Ergonomic Keyboard & Optical Mouse Combo	13060	616/60	1.0000	EA	\$111.79000	\$111.79	07/03/2024
Schedule Total							\$111.79	
ReqID: 0000047910								
Item Total for Line # 1							\$111.79	

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/28/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Rain Design mTower 4.5" Wx9.8"D Aluminum Vertical laptop Stand Silver	13060	616/60	1.0000	EA	\$51.87000	\$51.87	07/03/2024
							Schedule Total	\$51.87
							RegID:	
							0000047910	
							Item Total for Line # 2	\$51.87
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	TRU RED [®] Side Load Stackable Metal Letter Tray, Matte Black, 2/Pack (TR57563)	13060	616/60	2.0000	EA	\$18.99000	\$37.98	07/03/2024
							Schedule Total	\$37.98
							RegID:	
							0000047910	
							Item Total for Line # 3	\$37.98
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Westcott All Purpose 8" Stainless Steel Standard Scissors, Pointed Tip, Black, 3/Pack (16907)	13060	616/60	1.0000	EA	\$9.99000	\$9.99	07/03/2024
							Schedule Total	\$9.99
							RegID:	
							0000047910	
							Item Total for Line # 4	\$9.99
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Universal Claw Staple Remover, Black	13060	616/60	5.0000	EA	\$1.79000	\$8.95	07/03/2024
							Schedule Total	\$8.95
							RegID:	
							0000047910	
							Item Total for Line # 5	\$8.95

Total PO Amount \$220.58

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.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/28/2024



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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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

06/28/2024