



Procurement and Contracts
Texas SmartBuy PO # 25027255
Business Unit # 320AD
Purchase Order # 25-0001110
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 10/24/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/04/2024

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
101 E 15TH ST
RM 630
AUSTIN TX 78778-0001
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:

POCN 1 Updated NIGP Code

Contract Details: 615-C1
Start Date: 8/31/2023
End Date: 12/31/2024

Texas Smart Buy
Vendor Contact - Staples

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 #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074

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

TWC Contact
Name: Veronica Rivera
Tel: (512) 463-9986
E-mail: veronica.rivera@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	523779 Duck174; Brand 1.88 in. x 54.6 yd. Standard Packing Tape, Clear (1362515)	13800	832/24	3.0000	EA	\$1.32000	\$3.96	11/14/2024

Schedule Total

ReqID:
0000049625

Item Total for Line # 1

Total PO Amount

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

11/04/2024



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Page: 2 of 2

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 Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

11/04/2024