



Procurement and Contracts
Texas SmartBuy PO # 25040461
Business Unit # 320AD
Purchase Order # 25-0001604

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 12/11/2024 **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
4405 SPRINGDALE RD
RM 608M
AUSTIN TX 78723
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:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25040461 and 25040478 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 12/11/2024) - FOR PAYMENT PROCESSING PURPOSES ONLY****
Purchase Order issue in accordance to Term contracts: 34 TX Admin. Code 20.220

TERM Contract: 615-C1
Contract start date: 8/31/2023
Contract end date: 12/31/2025

Delivery Terms: 3-5 days

TWC Contact
Name: Tanisha Thurman
Phone: (737) 301-9640
Email: tanisha.thurman@twc.texas.gov

Vendor Contact
Name: Staples
Phone: (800) 540-2765
Email: Yorka.Velasco-Caballero@staples.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 will 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 Procurement Contract Services.

Delivery Contact: [Contact Name and Phone Number]
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 #.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

12/11/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Sharpie Permanent Markers	13800	620/90	1.0000	DOZ	\$14.73000	\$14.73	12/11/2024
							Schedule Total	\$14.73
							ReqID:	
							0000050133	
October_Supply_List_2.pdf								
Item Total for Line # 1								\$14.73

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pentel EnerGel RTX Retract -Blue Med Point	13800	620/80	6.0000	DOZ	\$15.35000	\$92.10	12/11/2024
							Schedule Total	\$92.10
							ReqID:	
							0000050133	
October_Supply_List_2.pdf								
Item Total for Line # 2								\$92.10

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	pentel EnerGel RTX Retract- Gel Pens Black Med Point	13800	620/80	6.0000	DOZ	\$15.35000	\$92.10	12/11/2024
							Schedule Total	\$92.10
							ReqID:	
							0000050133	
October_Supply_List_2.pdf								
Item Total for Line # 3								\$92.10

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Fusion Magazine File, White/Gray	13800	100/06	8.0000	EA	\$4.97000	\$39.76	12/11/2024
							Schedule Total	\$39.76
							ReqID:	
							0000050133	
October_Supply_List_2.pdf								
Item Total for Line # 4								\$39.76

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Deflect-O Interlocking Tilt Bin Compartment	13800	100/06	2.0000	PAK	\$31.78000	\$63.56	12/11/2024
							Schedule Total	<div>\$63.56</div>
<div>ReqID: 0000050133</div>								
October_Supply_List_2.pdf								
							Item Total for Line # 5	<div>\$63.56</div>