

Procurement and Contracts Texas SmartBuy PO # 25071828 Business Unit # 320AD Purchase Order # 25-0002247

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PO Date: PO End Date: PO Method: **Payment Terms:** Freight Terms: Ship Via: PCC: Dispatch: Rev Dt: 02/14/2025 N/A Α AT Dispatch Via Print

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 638

AUSTIN TX 78778-0001

United States

APPO@twc.texas.gov or Bill To:

Texas Workforce Commission

101 E 15TH ST RM 470

AUSTIN TX 78778-0001

United States

(737) 295-0317 Fax: Email: rubyna.ochoa@twc.texas.gov

1043390816 027

Rubyna M Ochoa

TWC Prefers Electronic Submission

PO Information:

Vendor ID:

Purchaser:

Phone:

**DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25071828 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON

02/18/2025) - 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: XX Days ARO

Contract Manager -Name: Jade Ybarra Phone: +1 (512) 463-2874 Email: jade.ybarra@twc.texas.gov

Vendor Contact -

Name: Lamar R. Garcia or Eric Kramer

Phone: (956) 357-6075

Email: lamar.garcia@staples.com or eric.kramer@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.

Ship to Comments:

Line-Sch: Line Description: PCA: Class/Item: Quantity: UOM: **Unit Price: Extended Amt: Due Date:** 1-1

Rubber Bands - supply for 13800 615/75 3.0000 EΑ \$2.27000 \$6.81 Commission Office

> Schedule Total \$6.81

02/28/2025

RegID:

0000050723

Item Total for Line #1 \$6.81

Signature on File



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Line-Sch: 2-1	Line Description: Duracell Batteries	PCA: 13800	Class/Item: 450/06	Quantity: 3.0000	UOM: EA	Unit Price: \$7.49000	Extended Amt: \$22.47	Due Date:
	Buracon Battorios	10000	100/00	0.0000	273	ψ1.10000	Ψ==	02/28/2025
					DoulD.		Schedule Total	\$22.47
					<u>ReqID:</u> 000005			
								
						Item	Total for Line # 2	\$22.47
						1	otal PO Amount	\$29.28

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.

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