



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

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 02/14/2025 **PO End Date:** **PO Method:** AT **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
101 E 15TH ST
RM 638
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: Rubyna M Ochoa

Phone: (737) 295-0317

Fax:

Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****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 Commission Office	13800	615/75	3.0000	EA	\$2.27000	\$6.81	02/28/2025
							Schedule Total	\$6.81
							RegID: 0000050723	
							Item Total for Line # 1	\$6.81

Signature on File

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