



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002551

Page: 1 of 3

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 03/14/2025 **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
4800 N LAMAR BLVD
AUSTIN TX 78756
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: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@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.

Per Staples corresponding dated 03/14/2025.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 02/19/2025 (ATTACHMENT I) apply to this order.

Delivery Terms: 14 Days ARO

TWC Contact:

Name: Lupita Ramon

Tel: (512) 340-4501 Ext: 4501

E-mail: lupita.ramon@twc.texas.gov

Vendor Contact:

Name: Gloria D

Tel: (800) 540-2765

E-mail: Support_WE@staples.com

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact listed above. 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.

Ship to Comments:

Attn: Lupita Ramon
4800 N Lamar Blvd.
Austin, TX 78756

Signature on File



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|---|-------|-------------|-----------|------|-------------|-------------------------|------------|
| 1-1 | Item#24582803 AT-A-GLANCE Paper Flowers 21.75" x 17" Monthly Desk Pad Calendar, Pink/Brown (5035-25) | 13060 | 615/19 | 1.0000 | EA | \$10.58000 | \$10.58 | 03/14/2025 |
| | | | | | | | Schedule Total | \$10.58 |
| | | | | | | | ReqID: | |
| | | | | | | | 0000050947 | |
| | | | | | | | Item Total for Line # 1 | \$10.58 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 2-1 | Item#24589863 2025 Blue Sky Kelly Ventura Midnight Garden 5" x 8" Weekly & Monthly Planner, Plastic Cover, Multicolor (140946-25) | 13060 | 615/19 | 2.0000 | EA | \$14.99000 | \$29.98 | 03/14/2025 |
| | | | | | | | Schedule Total | \$29.98 |
| | | | | | | | ReqID: | |
| | | | | | | | 0000050947 | |
| | | | | | | | Item Total for Line # 2 | \$29.98 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 3-1 | Item# 24618207 2025 AT-A-GLANCE DayMinder 8" x 12" Monthly Planner, Faux Leather Cover, Black (SK2-00-25) | 13060 | 615/19 | 1.0000 | EA | \$15.59000 | \$15.59 | 03/14/2025 |
| | | | | | | | Schedule Total | \$15.59 |
| | | | | | | | ReqID: | |
| | | | | | | | 0000050947 | |
| | | | | | | | Item Total for Line # 3 | \$15.59 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 4-1 | Item# 24605105 2025 BrownTrout House of Turnowsky 17" x 12" Monthly Desk Pad | 13060 | 615/19 | 1.0000 | EA | \$17.49000 | \$17.49 | 03/14/2025 |
| | | | | | | | Schedule Total | \$17.49 |
| | | | | | | | ReqID: | |
| | | | | | | | 0000050947 | |
| | | | | | | | Item Total for Line # 4 | \$17.49 |

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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|--|-------|-------------|-----------|------|-------------|--------------------------------|------------|
| 5-1 | Item#408775 Great Papers Classic Crest Certificate Holder 8.5x11 Navy, 5/Pack (903115) Model #903115 | 13060 | 080/78 | 20.0000 | PAK | \$10.39000 | \$207.80 | 03/17/2025 |
| | | | | | | | Schedule Total | \$207.80 |
| | | | | | | | RegID: 0000050947 | |
| | | | | | | | Item Total for Line # 5 | \$207.80 |
| | | | | | | | Total PO Amount | \$281.44 |

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.