



# Purchase Order Change Notice

## PO No. 25114148

Order Date: 4/15/2025

Internal Tracking No.: PR 51563 25-0002924

**Contractor Info**

Staples Contract & Commercial LLC  
10433908166  
500 Staples Drive  
Framingham, MA 01702

**Bill To**

101 EAST 15TH ST., RM 446  
Accts Payable: APPO@twc.state.tx.us  
AUSTIN TX 78778

**Ship To**

Bethany A Villarreal  
(737) 301-3156  
101 E 15TH ST  
RM 266  
AUSTIN TX 78778

**NOTE TO CONTRACTOR:****REVISION HISTORY:**

PO Revision #: 1

PO Change Reasons (Aggregated):4/15/2025 3:19 pm-Change to Line 1: Quantity changed from 1 to 5.

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

## Signature on File

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency/CO-OP Member	Purchaser	Email	Phone
Texas Workforce Commission - 320	Michael Kagan	michael.kagan@twc.texas.gov	(737) 400-5664

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
1	61562	382538	Post-it Notes, 3" x 3", Poptimistic Collection, Lined, 100 Sheets/Pad, 6 Pads/Pack (630-6AN) Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 MPN: 382538-1855753 Manufacturer Name: 3M CORPORATION	5	PACK	4.65	\$23.25



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Amount
2	61577	321838	<b>Offistamp Ink Refill, Blue Ink (034518)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 4/18/2025 MPN: 321838-1855753 Manufacturer Name: MARKING PRODUCTS, INC	1	EACH	5.43	\$5.43
3	61577	321804	<b>Offistamp Ink Refill, Red Ink (034517)</b> Contract: 615-C1 Contract Type: Term Delivery ARO (days): 3 Delivery Date: 4/18/2025 MPN: 321804-1855753 Manufacturer Name: MARKING PRODUCTS, INC	1	EACH	5.43	\$5.43

**Total \$34.11**