



Procurement and Contracts
Texas SmartBuy PO # 25136622
Business Unit # 320AD
Purchase Order # 25-0003159

Page: 1 of 3

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 05/07/2025 **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
4405 SPRINGDALE RD
RM 274M
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: 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 25136622 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/08/2025) - 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: 12/31/2027

Delivery Terms: 10 Days ARO

Contract Manager -
Name: Kaila A Cumby
Phone: +1 (737) 667-5420
Email: kaila.cumby@twc.texas.gov

Vendor Contact -
Name: Lamar R. Garcia OR Miguel Castro
Phone: (956) 357-6075
Email: lamar.garcia@staples.com OR Miguel.castro@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:

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Energy Boost Collection, 8 Pads/Pack, 90.	13800	615/62	10.0000	PAK	\$3.26000	\$32.60	05/12/2025
							Schedule Total	\$32.60
<div>RegID: 0000051054</div>								
Contract								
Contractor: Staples Contract Commercial LLC								
Contract: 615-C1								
Contract Number: 615-C1								
Contract Type: Term								
Item								
Supplier Part Number: 332974								
Commodity Code: 61562								
NIGP Code: 61562								
UOM: PACK								
Manufacturer: 3M CORPORATION								
Zone: 1, 2, 3, 4, 5								
Special Notes:								
Order								
Item Availability Start Date: 12/11/2024								
Item Availability End Date: 12/31/2025								
Delivery days: 3								
Details								
Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Energy Boost Collection, 8 Pads/Pack, 90 Sheets/Pad (622-8SSAU)								
Color_Post_it_Notes_1_X1.jpg								
							Item Total for Line # 1	\$32.60



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Canary Yellow, 90 Sheets/Pad, 10 Pads/Pack.	13050	615/62	10.0000	PAK	\$3.46000	\$34.60	05/12/2025
							Schedule Total	\$34.60
<div>ReqID: 0000051054</div>								
Contract								
Contractor: Staples Contract Commercial LLC								
Contract: 615-C1								
Contract Number: 615-C1								
Contract Type: Term								
Item								
Supplier Part Number: 567882								
Commodity Code: 72055								
NIGP Code: 72055								
UOM: PACK								
Manufacturer: 3M CORPORATION								
Zone: 1, 2, 3, 4, 5								
Special Notes:								
Order								
Item Availability Start Date: 12/11/2024								
Item Availability End Date: 12/31/2025								
Delivery days: 3								
Details								
Post-it Super Sticky Notes, 1 7/8" x 1 7/8", Canary Yellow, 90 Sheets/Pad, 10 Pads/Pack (622-10SSCY)								
Yellow_Post_it_Notes_1_X1.jpg								
							Item Total for Line # 2	\$34.60