



Procurement and Contracts
Texas SmartBuy PO # 25136692
Business Unit # 320AD
Purchase Order # 25-0003170

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 05/08/2025 **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
1411 BRAZOS ST
ANNEX 0204
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: Michael Kagan

Phone: (737) 400-5664

Fax:

Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25136692 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: 3-5 days

TWC Contact

Name: Kali Edwards

Email: kali.edwards@twc.texas.gov

Vendor Contact

Name: Lamar R. Garcia

Phone: (956) 357-6075

Email: lamar.garcia@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.

Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

Contract # 615-C1

PO 25-0003170 Divestment Statue

Email to Requestor 5-8-25

PO 25-0003170 PCC A Checklist

PO 25-0003170 PR Requisition

PO 25-0003170 PR Approval

Purchase Order 25-0003170

TSB PO 25-0003170 - Workquest Search line # 2

TSB PO 25-0003170 - Workquest Search line # 3

TSB PO 25-0003170 - Workquest Search line # 5

TSB PO 25-0003170

Signature on File



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Terms and Condition

Ship to Comments:

Suite 0204

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2138775 First Aid Kit	13069	055/27	1.0000	EA	\$37.49000	\$37.49	05/08/2025
							Schedule Total	\$37.49
							ReqID:	0000051822

Item Total for Line # 1 \$37.49

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	860852 staples recycled Notes 3x3	13069	616/62	2.0000	PKG	\$5.47000	\$10.94	05/08/2025
							Schedule Total	\$10.94
							ReqID:	0000051822

Item Total for Line # 2 \$10.94

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	energizer AA Industrial Batteries 24pk	13069	450/06	1.0000	PKG	\$15.63000	\$15.63	05/08/2025
							Schedule Total	\$15.63
							ReqID:	0000051822

Item Total for Line # 3 \$15.63

Total PO Amount \$64.06

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.