



Procurement and Contracts
Texas SmartBuy PO # 25137523
Business Unit # 320AD
Purchase Order # 25-0003255

Page: 1 of 3

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 05/14/2025 **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
4405 SPRINGDALE RD
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 25137523 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/14/2025) - 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

TWC POC -
Name: John Best
Phone: +1 (737) 667-5440
Email: john.best@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:

John Best
101 E 15th ST ste 514
Austin TX 78778

Signature on File



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|-----------|---|-------|-------------|-----------|------|-------------|-------------------------|------------|
| 1-1 | 650963 ACCO Small Binder Clips, Black, 12/Box (A7072020) | 13057 | 665/71 | 10.0000 | BOX | \$1.47000 | \$14.70 | 05/23/2025 |
| | | | | | | | Schedule Total | \$14.70 |
| | | | | | | | ReqID: 0000051777 | |
| | | | | | | | Item Total for Line # 1 | \$14.70 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 2-1 | 512685 Post-it Notes, 1 7/8" x 1 7/8", Assorted Bright Colors, 400 Sheets/Pad, 3 Pads/Pack (2051-3PK) | 13057 | 615/62 | 5.0000 | PAK | \$3.93000 | \$19.65 | 05/23/2025 |
| | | | | | | | Schedule Total | \$19.65 |
| | | | | | | | ReqID: 0000051777 | |
| | | | | | | | Item Total for Line # 2 | \$19.65 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 3-1 | 1611322 Post-it Notes, 3" x 3", Poptimistic Collection, 100 Sheets/Pad, 18 Pads/Cabinet Pack (654- 18CTCP) | 13057 | 615/62 | 2.0000 | PAK | \$12.35000 | \$24.70 | 05/23/2025 |
| | | | | | | | Schedule Total | \$24.70 |
| | | | | | | | ReqID: 0000051777 | |
| | | | | | | | Item Total for Line # 3 | \$24.70 |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 4-1 | 24295909 Staples Pop-up Notes, 3" x 3", Berry Blast Collection, 100 Sheet/Pad, 12 Pads/Pack (52225) | 13057 | 615/62 | 2.0000 | PAK | \$3.58000 | \$7.16 | 05/23/2025 |
| | | | | | | | Schedule Total | \$7.16 |
| | | | | | | | ReqID: 0000051777 | |
| | | | | | | | Item Total for Line # 4 | \$7.16 |
| | | | | | | | Total PO Amount | \$66.21 |

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.



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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.

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