



Procurement and Contracts  
Texas SmartBuy PO # 25137801  
Business Unit # 320AD  
Purchase Order # 25-0003288

Page: 1 of 3

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** A **PO Date:** 05/16/2025 **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  
1359 LOMALAND DR  
STE 301  
EL PASO TX 79935-5201  
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 25137801 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/16/2025) - 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 days

TWC Contact  
Name: Teresa Barrientos  
Phone: (866) 630-3739  
Email: teresa.barrientos@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 25-0003288 Divestment Statue  
Email to Requestor 5-16-25  
PO 25-0003288 PCC A Checklist  
PO 25-0003288 PR Requisition  
PO 25-0003288 PR Approval  
Purchase Order 25-0003288  
TSB PO 25-0003288 - Workquest Search line # 3  
TSB PO 25-0003288 - Workquest Search line # 4  
TSB PO 25-0003288 - Workquest Search line # 8  
TSB PO 25-0003288 - Workquest Search line # 9

Signature on File



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TSB PO 25-0003288  
Terms and Condition  
Wish List

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	BIC WHITE-OUT EZ CORRECT CORRECTION TAPE, WHITE, 18/PACK	13069	616/29	1.0000	PAK	\$19.45000	\$19.45	05/19/2025
							Schedule Total	\$19.45
							ReqID: 0000051900	
							Item Total for Line # 1	\$19.45
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	STENO PADS 6 X 9 RULED	13069	616/62	1.0000	DOZ	\$18.26000	\$18.26	05/19/2025
							Schedule Total	\$18.26
							ReqID: 0000051900	
							Item Total for Line # 2	\$18.26
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	STAMP INK REFILL, BLACK	13069	615/77	1.0000	EA	\$3.19000	\$3.19	05/19/2025
							Schedule Total	\$3.19
							ReqID: 0000051900	
							Item Total for Line # 3	\$3.19
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	AA 24/PACK ALKALINE BATTERIES	13069	450/06	1.0000	BOX	\$15.63000	\$15.63	05/19/2025
							Schedule Total	\$15.63
							ReqID: 0000051900	
							Item Total for Line # 4	\$15.63

Total PO Amount \$56.53

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.