



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0002818

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 03/02/23    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 INC  
 DBA STAPLES CONTRACT AND COMMERCIAL LLC  
 DBA STAPLES BUSINESS ADVANTAGE  
 PO BOX 660409  
 DALLAS TX 75266-0409  
 United States

**Ship To:** Texas Workforce Commission  
 5800 N I 35  
 DENTON TX 76207-1440  
 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:** 1042896127

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated purchase \$10,000 or less

POC - Lilia Lopez  
 lilia.lopez@twc.texas.gov

VRD\_2224\_LELIA ACCOMODATION

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Union & Scale; FlexFit; Hyken Mesh Task Chair, Black (UN59460)	425/06	1.0000	EA	\$199.99000	\$199.99	03/17/2023

**Schedule Total**

**ReqID:**  
0000041366

**Item Total for Line # 1**

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/02/2023**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Microsoft Ergonomic Desktop RJU-00001 Keyboard and Mouse Combo, Black	206/57	1.0000	EA	\$91.99000	\$91.99	03/17/2023
						<b>Schedule Total</b>	<input type="text" value="\$91.99"/>
						<b>ReqID:</b>	
						0000041366	
						<b>Item Total for Line # 2</b>	<input type="text" value="\$91.99"/>
3-1	Uncaged Ergonomics Foot Cushions, Black (MAT34)	605/36	1.0000	EA	\$56.99000	\$56.99	03/17/2023
						<b>Schedule Total</b>	<input type="text" value="\$56.99"/>
						<b>ReqID:</b>	
						0000041366	
						<b>Item Total for Line # 3</b>	<input type="text" value="\$56.99"/>
						<b>Total PO Amount</b>	<input type="text" value="\$348.97"/>

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.

**Authorized Signature**  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM **03/02/2023**