



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0003890

Payment N/A Freight N/A Ship Via: N/A PCC: E Date: 05/22/23 PO Method: DG Dispatch: Dispatch Rev Dt:
 Terms: Terms: Via Print

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
 2124 ALPINE ST
 LONGVIEW TX 75601
 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

Purchaser: Anna James
 Phone:
 Fax:
 Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

*****Watch for SHIP TO COMMENTS instructions*****

On-line quote attached.

Contract
 Etta Coates
 903-236-2381
 etta.coates@twc.texas.gov

Ship to Comments:

**DELIVERY INSTRUCTIONS:

Shipment is to be delivered inside of the building. No weekend deliveries.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Solo New York Midtown Bryant Laptop Rolling Briefcase, Black Polyester (PT136-4) Item #: 795712	530/30	5.0000	EA	\$96.69000	\$483.45	05/22/2023

Schedule Total

ReqID:
0000042436

Item Total for Line # 1

Authorized Signature

Sonya Bebley, CTCD, CTCM

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05/22/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Staples 2 oz. Envelope Moistener, Blue (ST160788- CC) Item #: 160788 Model #: ST160788-CC	675/55	8.0000	EA	\$1.29000	\$10.32	05/22/2023
						Schedule Total	<input type="text" value="\$10.32"/>
						ReqID: 0000042436	
						Item Total for Line # 2	<input type="text" value="\$10.32"/>
3-1	Hammermill Copy Plus 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 5000 Sheets/Carton (105007) Item #: 122374 Model #: 105007CT/27061	645/21	5.0000	CTN	\$49.99000	\$249.95	05/22/2023
						Schedule Total	<input type="text" value="\$249.95"/>
						ReqID: 0000042436	
						Item Total for Line # 3	<input type="text" value="\$249.95"/>
						Total PO Amount	<input type="text" value="\$743.72"/>

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 Bebley, CTCD, CTCM
 Sonya Bebley, CTCD, CTCM
 05/22/2023