



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004016

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 06/01/2023    **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:** ODP BUSINESS SOLUTIONS LLC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

**Ship To:** Texas Workforce Commission  
 6400 E HIGHWAY 290  
 STE 201  
 AUSTIN TX 78723-1032  
 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:** 1862161688 001

**Purchaser:** Anna James

**Phone:**

**Fax:**

**Email:** anna.mccorkle@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$10000 or Less

ODP On-Line Quote attached.

\*\*\*SEE SHIP TO COMMENTS\*\*\*

Contact  
 Melissa McKee  
 737-301-1334  
 melissa.mckee@twc.texas.gov

**Ship to Comments:**

SHIP TO:  
 Texas Workforce Solutions  
 Vocational Rehabilitation Services  
 Attn Melissa McKee  
 6400 U.S. Hwy 290 E.  
 Suite 201  
 Austin, Texas 78723

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Mead Spiral 3 Subjuect Notebook 8.5 x11 College Ruled 200 Sheets Assorted 6/Pack	13060	785/73	3.0000	PAK	\$70.79000	\$212.37	06/01/2023

**Schedule Total**

**ReqID:**  
0000042532

8682295

**Item Total for Line # 1**

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**06/01/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Uni Ball Vision Elite Rollerball Pens Bold Pin Assorted Colors Ink 8/Pack	13060	620/80	2.0000	PAK	\$20.29000	\$40.58	06/01/2023
							<b>Schedule Total</b>	<input type="text" value="\$40.58"/>
					<b>ReqID:</b> 0000042532			
449928							<b>Item Total for Line # 2</b>	<input type="text" value="\$40.58"/>

**Total PO Amount**

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

**06/01/2023**