



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0002332

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 01/23/23 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
 3800 PALUXY DR STE 575
 TYLER TX 75703-1659
 United States

Vendor ID: 1042896127

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

Bill To: APPO@twc.texas.gov or
 Texas Workforce Commission
 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

TWC Prefers Electronic Submission

PO Information:

Delegated purchase \$10,000 or less

POC - Marsha M Fuller
 (903) 352-3547
 marsha.fuller@twc.texas.gov

32240 ANCIRA

Request that a PO be issued for the supplies for office staff and the OWL for the conference room. See attached list for Staples.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Item #: 377340 Quality Park Open End Catalog Envelopes, 12.5 x 18.5", Brown Kraft, 25/Box (QUA42353) Kim G.	616/41	8.0000	BOX	\$24.89000	\$199.12	01/23/2023

Schedule Total

ReqID:
0000040850

Item Total for Line # 1

Authorized Signature

Sonya Babley, CTCD, CTCM

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01/23/2023



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Item #: 577282 HP 49X Black High Yield Toner Cartridge (Q5949X) MSCs Cathy & Sharon	207/72	227.8900	EA	\$6.00000	\$1,367.34	01/23/2023
						Schedule Total	<input type="text" value="\$1,367.34"/>
						ReqID:	
						0000040850	
						Item Total for Line # 2	<input type="text" value="\$1,367.34"/>
3-1	Item #: 24536113 Owl Labs Meeting Owl 3 Premium Pack (BND300-0002)	615/60	1.0000	PAK	\$1,199.00000	\$1,199.00	01/23/2023
						Schedule Total	<input type="text" value="\$1,199.00"/>
						ReqID:	
						0000040850	
						Item Total for Line # 3	<input type="text" value="\$1,199.00"/>
						Total PO Amount	<input type="text" value="\$2,765.46"/>

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
 01/23/2023