

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-2-0000275969
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 11/12/21
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 0161 - Austin:4616 W Howard Ln HEALTH & HUMAN SERVICES COMMISSION 4616 W Howard Ln Ste 1-120 Austin TX 78728 United States
			Page 1

Vendor: 1592663954 1
OFFICE DEPOT INC
PO BOX 660113
DALLAS TX 752660113
United States

Bill To: Invoice-HHSC Accounting
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/424-6901
Email: HHSC_AP@hhsc.state.tx.us

Purchaser: Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY22 Purchase
Procurement Type: SP/E
Requisition HHSTX-0-0000175974
NIGP: 615-19
Estimated Delivery: 11/26/2021
See above for SHIP TO ADDRESS ON PO

Primary Contact: Teresa Strogen
phone: (512) 406-2505
Email: Teresa.Strogen01@hhs.texas.gov

Purchaser:
Name: Veronica Alvarado
Phone (512) 426-2505
Email Address: Veronica.Alvarado@hhs.texas.gov

Office Depot
VID: 15926639541
Contact Name: Patty Salinas
PH: 512-765-7536
EMAIL: patty.salinas@officedepot.com

Freight terms are FOB Destination Prepaid and Allowed/Add
Terms: Net 30

1-1	Monthly Desk Pad Calendar, 22" x 17", White, Jan to Dec 2022 Item #9994287	615-19	5.00	EA	4.79000	\$23.95	11/26/2021
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Schedule Total \$23.95

Items needed for business needs.

Item Total for Line 1 \$23.95

2-1	Anti-Glare Screen Filter for Monitors, 22" Item #371102	207-37	2.00	EA	64.93000	\$129.86	11/26/2021
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Schedule Total \$129.86

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
						Item Total for Line 2	\$129.86
3-1	Locking 30-Key Cabinet, 12 11/16"H x 8 1/8"W x 2 1/2"D Item #307405	425-50	1.00	EA	58.23000	\$58.23	11/26/2021
						Schedule Total	\$58.23
						Item Total for Line 3	\$58.23
						Total PO Amount	\$212.04

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By



11/15/2021