

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-3-0000304714
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 11/09/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 4514 - Waco:3501 N 19th St DEPARTMENT OF STATE HEALTH SERVICES 3501 N 19th St Waco TX 76708 United States
			Page 1

Vendor: 1862161688 9
ODP BUSINESS SOLUTIONS LLC
PO BOX 660113
DALLAS TX 75266-0113
United States

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
424 Mesquite Dr
PO Box 1132
Mexia TX 76667
United States

Fax: 254/562-1894
Email: 718Accounting@hhs.texas.gov

Purchaser: Naiser,Tori

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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PCS PLEASE CONTACT * FOR QUESTIONS.
**PLEASE HAVE VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov **

Vendor: Office Depot

Vendor Contact:
Vendor Phone:
Vendor Email:

Lead Contact: Christie Kent
Lead Contact Email: Christie.Kent@hhs.texas.gov
Lead Contact Phone: 2543745-5309

Shipping Code: 4514
Billing Code: 6483
SCOR Division: 19 - State Operated Facilities

Fund: 0001 General Revenue

Email PO to:
Christie.Kent@hhs.texas.gov (Lead)
Christie.kent@hhs.texas.gov (Requestor)
Marla.womack@hhs.texas.gov (Financial Officer)
SP/E - Spot Purchase Up to \$10,000.00
SHIPPING:
DEPARTMENT OF STATE HEALTHSERVICES
3501 N 19th St
Waco TX 76708
United States
AGENCY CONTACT:
Christie Kent
Lead Contact Email: Christie.Kent@hhs.texas.gov

HHSC BUYER:
Tori Naiser
512-971-8263 Tori.Naiser@hhs.texas.gov

VENDOR:
ODP Business Solutions
Business Solutions Division |Office Depot, LLC
stateoftexas@officedepot.com
PURCHASING METHOD: SP/E
Not to Exceed \$10,000.00

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REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding. Invoice per 34 TAC §20.487, amended effective May 1, 2022
Requisition: 0000211696

1-1	(Goods) Notary Stamp - Custom 2000 Plus Self Inking Notary Stamp P50 - 1 1/6x 2 5/8 Impression - Item Number - 184329 - Notary ID:755648-7 for TM	615-60	1.00	EA	36.99000	\$36.99	11/09/2022
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Schedule Total \$36.99

Notary ID:755648-7,

Item Total for Line 1 \$36.99

2-1	(Goods) Notary Public Record Book - Item 232710	605-78	1.00	EA	16.69000	\$16.69	11/09/2022
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Schedule Total \$16.69

Item Total for Line 2 \$16.69

Total PO Amount \$53.68

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.

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Authorized By

Tori Naiser

11/09/2022