

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms FOB Dest. Prepaid & Allowed	Ship Via BEST WAY	Purchase Order HHSTX-3-0000308775
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 01/23/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 1
			Ship To: 1902 - Temple:2408 S 37th St DEPARTMENT OF STATE HEALTH SERVICES 2408 S 37th St Temple TX 76504 United States

Vendor: 1043390816 6
STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266
United States

Bill To: Invoice-DSHS Fiscal Claims
DEPARTMENT OF STATE HEALTH SERVICES
1100 W 49th St (RBB)
PO Box 149347
Austin TX 78756
United States

Fax: 512/458-7442
Email: invoices@dshs.texas.gov

Purchaser: Fletcher, Patricia Rose

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Item attached to Line 1.
Dolores Mojica, phone#254-771-6755;
dolores.mojica@dshs.texas.gov,
Zone #1, Scor #24
Ship to code 1902 (Temple) Bill to code 3063 (Central Office accounting)
Questions related to invoices and payments-contact is Penny Jones at 254-771-6739. Penny.Jones@dshs.texas.gov
Agency Contact: Dolores Mojica
Phone: 254/771-6739
EMAIL: dolores.mojica@dshs.texas.gov

HHSC PCS CONTACT: Patricia Fletcher
Phone: 512-406-2538
EMAIL: Patricia.Fletcher@hhsc.state.tx.us

VENDOR: Staples Contract Commercial
Name Jonathan McEwen
Tel # 210/253-7267
Email: jonathan.mcewen@staples.com

Please find a copy of our standard terms and conditions attached.
Please confirm receipt of this purchase order.

NOTE: FREIGHT TERMS ARE FOB DESTINATION PREPAY AND ALLOW
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays
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

1-1	IDville 134526231 Star Swivel Clip Making the Difference Badge Reels/Blue/White (25 pack)	080-15	1.00	PCK	95.99000	\$95.99	02/06/2023
Schedule Total						\$95.99	
Item Total for Line 1						\$95.99	
2-1	IDville 1345266RB31 Vertical Color Bar	080-15	1.00	PCK	25.19000	\$25.19	02/06/2023

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
	Badge Holders, 50/pack						
					Schedule Total	\$25.19	
					Item Total for Line 2	\$25.19	
3-1	Shipping and handling	080-15	1.00	EA	20.00000	\$20.00	02/06/2023
					Schedule Total	\$20.00	
					Item Total for Line 3	\$20.00	
					Total PO Amount	\$141.18	

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 <i>Patricia Fletcher, CFPM</i>	01/23/2023
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