

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Dest. Prepaid & Allowed	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000309048</b>
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.			<b>Date</b> 01/27/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States
			<b>Page</b> 1

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

**Bill To:** Invoice-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@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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**AGENCY CONTACT:**  
Name: Margaret Moreno  
Phone: 210/531-7718  
Email: margaret.moreno@hhs.texas.gov

**PURCHASER:**  
Name Patricia Fletcher  
Phone: 512/406-2538  
Email: patricia.fletcher@hhs.texas.gov

**VENDOR:** Staples Contract Commercial, LLC  
Name: Jonathan McEwen or Customer Service  
Phone: 210/253-7267 or 800/574-7477  
Email: jonathan.mcewen@staples.com or support\_ct@staples.com  
Procurement methods were evaluated, and the best value is provided using the TXMAS contract.  
TxMAS Contract: TxMAS-20-7502  
Term: 4/16/2020 - 3/23/2023

Smartbuy PO: 23084453

**REQUIREMENTS/LIMITATIONS:**  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

**SHIPPING INSTRUCTIONS:** Ship according to the DUE DATES specified on the PO. FREIGHT: F.O.B. Destination Freight prepaid Allowed. Delivery hours are from 8-11:30am and 1-4:30pm M-F Except State Holidays

Invoice per 34 TAC §20.487, amended effective May 1, 2022 or SAHACCOUNTING@dshs.texas.gov

1-1	Scotch Desktop Tape Dispenser Black Two-Tone (C60-Bk)	615-60	6.00	EA	2.35000	\$14.10	01/27/2023
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**Schedule Total**                     \$14.10

Scotch Desktop Tape Dispenser Black Two-Tone (C60-Bk)

**Item Total for Line 1**                     \$14.10

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<b>Total PO Amount</b>						\$14.10	

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**

*Patricia Fletcher, CPA*

**01/27/2023**