

# Health and Human Services Commission

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-3-0000309148</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> 01/30/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 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 - 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:** Reese, Travis

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 Purchase

Procurement Type: IT / D  
Requisition: 0000216902

Agency Contact:  
Name: Teresa Wittenburg  
Phone: (903) 683-7278  
Email: teresa.wittenburg@hhs.texas.gov

Purchaser Information:  
Name: Travis Reese  
Phone: (832) 212-9330  
Email: travis.reese@hhs.texas.gov

Vendor: Staples Contract Commercial  
Vendor Contact: Jonathan McEwen  
Vendor Phone: (800) 574-7477  
Email: jonathan.mcewen@staples.com

Quote#: Pricing per vendor quote dated 01/13/2023

Include P.O. Number on packing Slips, Cartons, Packages, Bundles, ETC.

Freight: F.O.B. Destination Freight Prepaid Allowed  
Terms: Net 30

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

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Binder, Idea Steam Vaultz Locking Media Binder with 128 CD/DVD  Model# VZO3777	207-84	3.00	EA	65.49000	\$196.47	04/17/2023

**Schedule Total** \_\_\_\_\_ \$196.47  
**Item Total for Line 1** \_\_\_\_\_ \$196.47  
**Total PO Amount** \$196.47

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**

*Travis Reese*, CTCP, CTCM

**01/30/2023**