

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-3-0000309819
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 02/09/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 6563 - Abilene:2501 Maple St HEALTH & HUMAN SERVICES COMMISSION 2501 Maple St 2501 Maple St Abilene TX 79602 United States

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

Bill To: Invoice - DADS
HEALTH & HUMAN SERVICES COMMISSION
2501 Maple St
PO Box 451
Abilene TX 79602
United States

Fax: 325/795-3807
Email: 710Accounting@hhs.state.tx.us

Purchaser: Mills, George M

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 3-5 Days After Receipt of PO

DELIVERY: Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday - Friday except designated State Holidays when the Warehouse is closed.

Please call Agency Delivery Contact to schedule delivery 24 hours prior to arrival.

Please follow the Texas Comptroller's Invoicing standards as seen below.

Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.

(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.

The invoice should include, but is not limited to including:

- (1) the contractor's mailing and e-mail (if applicable) address.
- (2) the contractor's telephone number.
- (3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice.
- (4) the state agency's name, agency number, delivery address.
- (5) the state agency's purchase order number, if applicable.
- (6) the contract number or other reference number, if applicable.
- (7) a valid Texas identification number (TIN) issued by the Comptroller.
- (8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice.
- (9) unit numbers corresponding to the amount of the invoice.
- (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor.
- (11) other relevant information supporting and explaining the payment requested.

Warehouse: Please deliver to bldg. 800

AGENCY CONTACT:

Lead Contact (Program SME) Name: Bricelynn Sikes
Lead Contact Email: Bricelynn.Sikes@hhs.texas.gov
Lead Contact Phone: 325-795-3991

Contract Manager Name: Heather Barlow, CTCM
Contract Manager Email: Heather.Barlow@hhs.texas.gov
Contract Manager Phone: 325-795-3444

Ship to Attn: Bricelynn Sikes
Phone: 1 (325) 795-3991
Email: Bricelynn.Sikes@hhs.texas.gov

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Building and Room number
bldg.
HEALTH HUMAN SERVICES COMMISSION
2501 Maple St
Abilene TX 79602
United States

Warehouse: Please deliver to bldg. 664

HHSC BUYER:
George Mills, CTCD, Ph 512-406-2651, Fax 512-406-2695,
email George.Mills@hhs.texas.gov

VENDOR:
Vendor Name: OFFICE DEPOT
Vendor Contact: Lisa Patton
Strategic Account Manager
Business Solutions Division | Office Depot, Inc.
c: 713.878.2158 | lisa.patton@officedepot.com

Email: StateofTexas@OfficeDepot.com

PLEASE HAVE VENDORS SEND INVOICES to 710Accounting@hhsc.state.tx.us

QUOTE:

PURCHASING METHOD: SP/E
Not to Exceed \$10,000.00

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 0000217718

1-1	Papermate pens- Goods FY23 CG9 AbSSLC	620-80	4.00	PCK	31.79000	\$127.16	02/15/2023
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Schedule Total \$127.16

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Item Total for Line 1						\$127.16	
2-1	Pencil Mechanical- Goods FY23 CG9 AbSSLC	620-70	5.00	PCK	1.08000	\$5.40	02/15/2023
Schedule Total						\$5.40	
Item Total for Line 2						\$5.40	
3-1	Ruler-Goods FY23 CG9 AbSSLC	615-79	1.00	EA	5.09000	\$5.09	02/15/2023
Schedule Total						\$5.09	
02/09/2023 Price change from \$1.90 to \$5.09 per ea. GM							
Item Total for Line 3						\$5.09	
4-1	Papermate Pen (black) Goods FY23 CG9 AbSSLC	620-80	2.00	DOZ	13.85000	\$27.70	02/15/2023
Schedule Total						\$27.70	
Item Total for Line 4						\$27.70	
Total PO Amount						\$165.35	

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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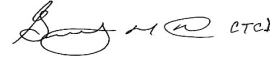
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Authorized By



02/09/2023