

# Department of State Health Services

## 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-3-0000312668</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> 03/21/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1905 - Arlington:1301 S Bowen Rd HEALTH & HUMAN SERVICES COMMISSION 1301 S Bowen Rd Ste 200 Arlington TX 76013 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 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:** Alexander, Leslie L 512/406-2424

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

Texas Smart Buy Purchase Order #: 23119286

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PCC: CP/X  
TXMAS-20-7502  
Term: 04/16/2020 thru 03/23/2023  
No Renewal Remaining

Requisition #: 0000221462

See above for SHIP TO ADDRESS ON PO

Agency Contact:  
Name: Phoebe Seale / 817.264.4532  
Email: Phoebe.Seale@dshs.texas.gov

HHSC terms and conditions attached

Purchaser Information:  
Name: Leslie Alexander  
Phone #: 512-406-2424  
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:  
Contractor: Staples Contract Commercial, LLC  
Contact Name: Jonathan McEwen  
Email: Jonathan.mcewen@staples.com  
Phone: (210) 253-7267  
Alternate Contact Name: Customer Service  
Alternate Email: support\_ct@staples.com  
Alternate Phone: (800) 574-7477

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

1-1	Tops Focusnotes Notepad 8.5 X 11 White 50 Sheets/Pad; Item# 957421	785-73	5.00	EA	3.99000	\$19.95	03/24/2023
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<b>Schedule Total</b>							\$19.95
<b>Item Total for Line 1</b>							\$19.95
2-1	Tops Focusnotes Filler Paper 8.5 X 11 3-Hole Punched 100 Sheets; item# 957427	785-76	1.00	EA	5.33000	\$5.33	03/24/2023
<b>Schedule Total</b>							\$5.33
<b>Item Total for Line 2</b>							\$5.33
3-1	Sharpie Felt Pens; fine point; assorted ink; dozen; item# 409910	620-80	3.00	EA	17.24000	\$51.72	03/24/2023
<b>Schedule Total</b>							\$51.72
<b>Item Total for Line 3</b>							\$51.72
4-1	Rolodex Pencil Holder Black Steel; 1746466; item# 744907	620-10	2.00	EA	16.99000	\$33.98	03/24/2023
<b>Schedule Total</b>							\$33.98
<b>Item Total for Line 4</b>							\$33.98
<b>Total PO Amount</b>							\$110.98

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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**



**03/21/2023**