

# 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-3-0000314348</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> 04/11/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6943 - Austin:6101 E Oltorf HEALTH & HUMAN SERVICES COMMISSION 6101 E Oltorf Austin TX 78741 United States
			<b>Page</b> 1

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

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hhsc.state.tx.us

**Purchaser:** Wilson, Madison Faith

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: 14 Days After Receipt of PO  
Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

AGENCY CONTACT:  
Frances Montez-Davis  
(512) 437-8294  
frances.montez-davis@ssa.gov  
Ship to Attn: Frances Montez-Davis  
6101 E Oltorf  
Austin, TX 78741

HHSC BUYER:  
Madison Wilson  
254-744-4512  
Madison.wilson@hhs.texas.gov

VENDOR:  
Office Depot  
Customer Service

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 0000226110

1-1	Avery Removable Round Color-Coding Labels, 5496 Contract TXMAS-20-7501, Commodity Code 61551, Supplier Part 943878, Manufacturer Part 5496	615-51	10.00	PKG	5.83000	\$58.30	04/11/2023
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**Schedule Total**                     \$58.30

**Item Total for Line 1**                     \$58.30

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**Total PO Amount** \$58.30

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**

*Madison Wilson*

**04/13/2023**