

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-3-0000319868 |
| 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 06/19/23 |
| All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number. | | | Revision 1 |
| | | | Ship To: 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 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-HHSC Financial Service
HEALTH & HUMAN SERVICES COMMISSION
801 S State Highway 161
PO Box 532089
Grand Prairie TX 75051
United States

Fax: 972/337-6257
Email: Reg03_AP@hhsc.state.tx.us

Purchaser: Connell, Ron Lee

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

FY23 General Goods

Contract: 615-A1
CP/A

Requisition #: HHSTX-3-0000237521
Texas Smart Buy PO - 23165871

Requester: Jazlyn Davis
Phone #: 972-337-6210
Email: Jazlyn.Davis19@hhs.texas.gov

SHIP TO ATTN: Jazlyn Davis, 972-337-6210, Jazlyn.Davis19@hhs.texas.gov

Purchaser Name: Ron Connell
Phone #: 512-406-2666
Email: ron.connell@hhs.texas.gov

Vendor Name: STAPLES CONTRACT COMMERCIAL
Contact: RANDY ERICSON
Phone #: 800-574-7477
Email: governmentteam@staples.com

Confirmation Order-Do Not Duplicate

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

| | | | | | | | |
|-----|--|--------|---------|----|---------|------------|------------|
| 1-1 | Note, sprial, Gregg ruling, 11/32" wide, 6X9", white 80 sheets Comm Code 78573755713 | 615-62 | 1000.00 | EA | 1.28000 | \$1,280.00 | 06/20/2023 |
|-----|--|--------|---------|----|---------|------------|------------|

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| | | | Ship To: 1288 - Arlington:2220 Forum Dr HEALTH & HUMAN SERVICES COMMISSION 2220 Forum Dr Arlington TX 76010 United States |

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Purchaser: Connell, Ron Lee

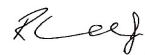
| Line-Sch | Inventory Item ID - Line Description | Class/Item | Quantity | UOM | PO Price | Extended Amt | Due Date |
|------------------------------|--------------------------------------|------------|----------|-----|----------|--------------|------------|
| Schedule Total | | | | | | | \$1,280.00 |
| Item Total for Line 1 | | | | | | | \$1,280.00 |
| Total PO Amount | | | | | | | \$1,280.00 |

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



06/19/2023