

Department of State Health Services

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000335938
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 01/08/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			Page 1

Vendor: 1760032427 5
TEJAS OFFICE PRODUCTS INC
1225 W. 20TH STREET
USA
HOUSTON TX 77008-3315
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

Exempt Reason: N/A

Purchaser: Reyes, Jeffrey Alexander

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:

Ship to Attn:
Sarah Hernandez
sarah.hernandez@dshs.texas.gov

HHSC BUYER:
Jeffrey Reyes CTCD, CTCM
Jeffrey.reyes@hhs.texas.gov

VENDOR:
Tejas Office Products Inc
Jeanette Cosakis
JeanetteC@tejasoffice.com
Office: 713-864-6004 ext. 4540

QUOTE 1900433-1

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. FY2024 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 248581

1-1	PEN,BP,ETOUCH,RT,BK,36PC PIL54058	615-60	1.00	PCK	39.19000	\$39.19	01/22/2024
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Schedule Total							\$39.19
Item Total for Line 1							\$39.19
2-1	TUD24377912 PEN,STICK,1.0,ASST,60	615-60	1.00	PCK	5.97000	\$5.97	01/22/2024
Schedule Total							\$5.97
Item Total for Line 2							\$5.97
3-1	TUD24419919 NOTE,8.5"X11.75,NROW,12PD	615-60	4.00	PCK	15.75000	\$63.00	01/22/2024
Schedule Total							\$63.00
Item Total for Line 3							\$63.00
4-1	TUD24419925 NOTE,8.5"X11.75,NROW,12PD	615-60	2.00	PCK	16.73000	\$33.46	01/22/2024
Schedule Total							\$33.46
Item Total for Line 4							\$33.46
5-1	BICMPP40MJBLK PENCIL,XTR,LF,MECH,0.7,40	615-60	1.00	PCK	12.22000	\$12.22	01/22/2024
Schedule Total							\$12.22
Item Total for Line 5							\$12.22
6-1	SAN25053 HILIGHTER,MJR- ACCT,AST	615-60	1.00	SET	9.95000	\$9.95	01/22/2024
Schedule Total							\$9.95

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
Item Total for Line 6						\$9.95	
7-1	QRTG4836B BOARD,4X3,GLASS,BK	615-60	3.00	EA	296.86000	\$890.58	01/22/2024
Schedule Total						\$890.58	
Item Total for Line 7						\$890.58	
8-1	SAN1927524 MARKER,DRY,ERS,VBRT,AST,6	615-60	1.00	PCK	11.11000	\$11.11	01/22/2024
Schedule Total						\$11.11	
Item Total for Line 8						\$11.11	
9-1	UNV79000 STAPLES,CHSEL PT,5M/BX	615-60	2.00	BOX	2.67000	\$5.34	01/22/2024
Schedule Total						\$5.34	
Item Total for Line 9						\$5.34	
10-1	EPIE1559 GLUE,STICK,PERM,12PK,CLR	615-60	1.00	PCK	10.17000	\$10.17	01/22/2024
Schedule Total						\$10.17	
Item Total for Line 10						\$10.17	
11-1	UNV20962CT BNDR,VIEW,11X8.5,1",WH,12/CT	615-60	1.00	CTN	34.43000	\$34.43	01/22/2024
Schedule Total						\$34.43	
Item Total for Line 11						\$34.43	

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12-1	UNV20982PK BNDR,2",RR,ECNMY,6PK,WH	615-60	2.00	PCK	41.32000	\$82.64	01/22/2024

Schedule Total \$82.64

Item Total for Line 12 \$82.64

Total PO Amount \$1,198.06

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

Jeffrey A. Reyes, CTCD

01/08/2024