

# 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-4-0000337371</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> 01/26/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 4548 - Harlingen: 1401 S Rangerville HEALTH & HUMAN SERVICES COMMISSION 1401 S Rangerville Rd Harlingen TX 78552 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-DSHS Accounts Payable  
HEALTH & HUMAN SERVICES COMMISSION  
6711 S New Braunfels  
Ste 100  
San Antonio TX 78223  
United States

**Fax:** 210/531-7883  
**Email:** SAHAccounting@dshs.texas.gov

**Exempt Reason:** N/A

**Purchaser:** Holton, Sharonda 512/406-2464

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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CONTACT FOR QUESTIONS AND SHIP TO:  
MARY CASTILLO  
956-364-8476  
MARY.CASTILLO@HHS.TEXAS.GOV

CP A

CONTRACT: 615-C1

TX SMARTBUY PO: 24065188

HHS REQUISTION: 0000252755

HHS BUYER:  
SHARONDA HOLTON, CTCD  
SHARONDA.HOLTON@HHS.TEXAS.GOV

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1-1	Supplier Part Number: 24328518 Manufacturer Part #: 24328518-1855753 Smead 24-Pocket Poly Project Organizer with Multicolor Dividers, Gray (89206)	615-41	2.00	EA	11.13000	\$22.26	01/26/2024
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**Schedule Total**                     \$22.26

**Item Total for Line 1**                     \$22.26

**Total PO Amount** \$22.26

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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**

*Sharonda Holton, CTCO*

**01/26/2024**