



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0000392

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 08/15/2023 **PO End Date:** **PO Method:** LS **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: PITNEY BOWES GLOBAL FINANCIAL SERVICES
 PO BOX 981022
 BOSTON MA 02298-1022
United States

Ship To: Texas Workforce Commission
 See Detail Below

Bill To: APPO@twc.texas.gov or
 Texas Workforce Commission
 101 E 15TH ST
 RM 470
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1060495050 059

Purchaser: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:
 Quote provided by Pitney Bowes
 Delegated purchase \$10,000 or less
 POC - Sarah A Frias
 sarah.frias@twc.texas.gov
 Region 4/ Pitney Bowes supplies/maintenance for machines at multiple offices. Pitney Bowes INC/ Pitney Bowes Global Financial Services/ Vendor ID 1060495050. PO to be in place by Sept. 1, 2023. Supply estimates attached. Verbal estimate for maintenance (starting fee) per Rose with Pitney Bowes customer service: \$233/hr. Service fee will depend on Service level agreement for each machine. FSM Blacksher approval 7/13/23.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Tyler-Ste 575_Pitney Bowes_Supplies/Maintenance_PB		985/54	1.0000	LOT	\$500.00000	\$500.00	09/01/2023	
	Ship To: 2240-1750		Delivery Instructions:						
	3800 PALUXY DR STE 575 TYLER TX 75703-1659 United States								
							Schedule Total	\$500.00	
					ReqID: 0000043696				
	Region 4- Tyler Regional-Pitney Bowes supplies/service for machine. Office: 3800 Paluxy Dr., Ste 575, Tyler, 75703							Item Total for Line # 1	\$500.00

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

08/15/2023



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0000392

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
2-1	Tyler-Stes 320/325_Pitney Bowes_Supplies/Maintanance_PB		985/54	1.0000	LOT	\$500.00000	\$500.00	09/01/2023	
Ship To: 2240-1750		Delivery Instructions:							
3800 PALUXY DR STE 575 TYLER TX 75703-1659 United States									
							Schedule Total	\$500.00	
							ReqID: 0000043696		
Region 4-Tyler/Stes 320/325-Pitney Bowes supplies/service for machine. Office: 3800 Paluxy Dr., St , 320/325, Tyler, 75703								Item Total for Line # 2	\$500.00
3-1	Longview_Pitney Bowes_Supplies/Maintanance_PB		985/54	1.0000	LOT	\$500.00000	\$500.00	09/01/2023	
Ship To: 2242-2105		Delivery Instructions:							
2124 ALPINE ST LONGVIEW TX 75601 United States									
							Schedule Total	\$500.00	
							ReqID: 0000043696		
Region 4-Longview-Pitney Bowes supplies/service for machine. Office: 2124 Alpine St., Longview, 75601								Item Total for Line # 3	\$500.00
4-1	Jacksonville_Pitney Bowes_Supplies/Maintanance_PB		985/54	1.0000	LOT	\$500.00000	\$500.00	09/01/2023	
Ship To: 2242-1786		Delivery Instructions:							
504 E PINE ST STE A JACKSONVILLE TX 75766-4566 United States									
							Schedule Total	\$500.00	
							ReqID: 0000043696		
Region 4-Longview-Pitney Bowes supplies/service for machine. Office: 504 E. Pine St., Ste A, Jacksonville, 75766								Item Total for Line # 4	\$500.00

Total PO Amount \$2,000.00

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

08/15/2023



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0000392

Page: 3 of 3

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

IMPORTANT CONDITIONS OF ORDER

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

- * PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.
- * ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.
- * Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

08/15/2023