



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002516

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 02/14/2024 **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: US POSTAL SERVICE
NATIONAL CUSTOMER SUPPORT CENTER
6060 PRIMACY PKY STE 101
ZIP + 4 STATE DIRECTORY ORDERS
MEMPHIS TN 38188
United States

Ship To: Texas Workforce Commission
1713 W LOUISIANA ST
MCKINNEY TX 75069-7858
United States

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

Vendor ID: 1941308560 000

Purchaser: Anna James
Phone:
Fax:
Email: anna.mccorkle@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

ADVANCE PAYMENT

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

If the fee is not paid within 10 days after the due date, a rate payment charge will apply.
Your PO Box will be closed if the fee is not paid by the due date.

Notice due 2/29/2024

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [US POSTAL SERVICE] corresponding attached renewal notice.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30.2024 (ATTACHMENT I) apply to this order.

McKinney USPS PO Box Fee for 12 Months
Box #3705
Annual PO Box Rental
Location: Postmaster, McKinney 75070

Continued usage of the USPS post office box is needed to receive incoming mail sent to the PO Box for the McKinney Tax office to perform daily business operations.

Please send WARRANT to
Texas Workforce Commission
1713 W Louisiana St
McKinney TX 75069

Contact
Montessa Turner
817-438-2436
montessa.turner@twc.texas.gov

Vendor
VID 1941308560
US POSTAL SERVICE
PostMaster

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

02/14/2024



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McKinney TX 75070

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above or Word documents only are accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

Ship to Comments:

Office deliveries on Tuesdays and Thursdays only.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	McKinney USPS PO Box Fee for 12 Months	13069	985/60	1.0000	YR	\$400.00000	\$400.00	02/27/2024
							Schedule Total	<input type="text" value="\$400.00"/>
						ReqID: 0000046123		
							Item Total for Line # 1	<input type="text" value="\$400.00"/>
							Total PO Amount	<input type="text" value="\$400.00"/>

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

02/14/2024