



Procurement and Contracts
 Texas SmartBuy PO # 24081046
 Business Unit # 320AD
 Purchase Order # 24-0002598

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 02/21/2024 **PO End Date:** **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: WORKQUEST
 DBA TIBH INDUSTRIES INC
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: Texas Workforce Commission
 3555 TIMMONS LN STE 790
 HOUSTON TX 77027-6466
 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: 1741976051 001

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

TWC Prefers Electronic Submission

PO Information:

TERM 204-S1, 615-S1

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 24081046 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 02/21/2024 - FOR PAYMENT PROCESSING PURPOSES ONLY****

Purchase Order issue in accordance to TERM contracts: 34 TX Admin. Code 20.220

TERM Contract TERM 204-S1, 615-S1
 Contract start date: 02/21/2024
 Contract end date: 03/05/2024

Terms: 10 Days ARO

Contact
 Renee Nelson-Moore
 832-681-2642
 renee.nelson-moore@twc.texas.gov

Vendor
 VID: 17419760511
 WorkQuest
 WorkQuest Customer Service (<https://workquest.com/customer-service/>)
 smartbuy@workquest.com
 (512)451-8145

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF 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 will 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 Procurement Contract Services.

Ship to Comments:

USB's glue sticks, binders and folders for upcoming events and every day use at Regional Office.

Authorized Signature

Sonya Babley, CTCD, CTCM

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02/21/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Flash Drive 8GB USB 3.0	13060	204/32	4.0000	EA	\$14.99000	\$59.96	03/05/2024
							Schedule Total	\$59.96
					ReqID:			
					0000046257			
					MFG Item ID:			
					204322200002			
Flash Drive 8GB USB 3.0								
							Item Total for Line # 1	\$59.96
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Binder Pressboard 1" Capacity, 8 1/2 x 11, 3 ring	13060	615/73	25.0000	EA	\$2.90000	\$72.50	03/05/2024
							Schedule Total	\$72.50
					ReqID:			
					0000046257			
					MFG Item ID:			
					61573151026			
Binder Pressboasd 1" Capacity 8 1/2 x 11, 3 ring								
							Item Total for Line # 2	\$72.50
							Total PO Amount	\$132.46

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 Bebley, CTCD, CTCM
 Sonya Bebley, CTCD, CTCM
 02/21/2024