



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002659

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: 0    PO Date: 02/26/2024    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  
 4405 SPRINGDALE RD  
 RM 678M  
 AUSTIN TX 78723  
 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:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Texas Smart Buy - Workquest

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised dated 1/30/24 (ATTACHMENT 1)

PCC Legal Cites that is applicable to your procurement

Contract start date: 11/16/21  
 Contract end date: 11/3260

Contact  
 Name: Misty Malnassy  
 Tel: (512) 987-6151  
 E-mail: misty.malnassy@twc.texas.gov

**Ship to Comments:**

Main Bldg/Commission Appeals/Room 678

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Self Stick Flags, .5" x 1.7", Multi color	13069	616/60	4.0000	PAK	\$3.63000	\$14.52	03/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$14.52"/>
							<b>ReqID:</b> 0000046300	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$14.52"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**02/26/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Note Pad, Self Stick, 1.5" x 2", Yellow	13069	616/60	2.0000	PKG	\$4.80000	\$9.60	03/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$9.60"/>
							<b>ReqID:</b> 0000046300	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$9.60"/>
3-1	Index Tabs, 1-10, Multi-Color, 8 1/2" x 11", White Heavy Wt	13069	616/60	10.0000	PKG	\$2.29000	\$22.90	03/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$22.90"/>
							<b>ReqID:</b> 0000046300	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$22.90"/>
4-1	Binder, 1 1/2" Capacity, 3 Ring, Vinyl View	13069	616/60	18.0000	EA	\$4.17000	\$75.06	03/08/2024
							<b>Schedule Total</b>	<input type="text" value="\$75.06"/>
							<b>ReqID:</b> 0000046300	
							<b>Item Total for Line # 4</b>	<input type="text" value="\$75.06"/>
							<b>Total PO Amount</b>	<input type="text" value="\$122.08"/>

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  
 02/26/2024