



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002801

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 03/06/2024    **PO End Date:**    **PO Method:** RE    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** NATIONAL ASSOCIATION OF STATE WORKFORCE  
 STE 300  
 444 N CAPITOL ST NW  
 WASHINGTON DC 20001-1512  
 United States

**Ship To:** Texas Workforce Commission  
 101 E 15TH ST  
 RM 650  
 AUSTIN TX 78778-0001  
 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:** 1520978073 000

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

**TWC Prefers Electronic Submission**

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

EVENT NAME: 2024 NASWA Administration Finance Training  
 EVENT LOCATION: Omni William Penn Hotel | Pittsburgh, PA - March 12- 14, 2024

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

TWC Contact Name: Christina M Shorey  
 E-mail: christina.shorey@twc.texas.gov

Vendor Contact  
 Name: National Association of State Workforce Agencies  
 Email: accounting@naswa.org  
 VIN: 1520978073

Submit invoices via email to APPO@TWC.texas.gov. PDF or Word Documents are only 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.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	2024 NASWA A&F Training - Chris Nelson (EID: [REDACTED]) (Pittsburg, PA)	13800	963/64	1.0000	EA	\$500.00000	\$500.00	03/06/2024	
							<b>Schedule Total</b>	<input type="text" value="\$500.00"/>	
							<b>ReqID:</b> 0000045832		
NASWA Administration Finance Sub Committee Meeting/Training for Chris Nelson (EID: [REDACTED]), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached								<b>Item Total for Line # 1</b>	<input type="text" value="\$500.00"/>

**Authorized Signature**  
  
 Sonya Babley, CTCB, CTCM  
Sonya Babley, CTCB, CTCM      **03/06/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	2024 NASWA A&F Training - Trudy Ray (EID: [REDACTED]) [REDACTED](Pittsburg, PA)	13800	963/64	1.0000	EA	\$50.00000	\$50.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$50.00"/>
							<b>ReqID:</b> 0000045832	
<p>Trudy will no longer be able to attend the conference but will still need to pay the \$50 cancellation fee. Trudy will be unable to attend the conference and will be charged a \$50 fee for cancelling her reservation. I have attached updated invoice</p> <p>NASWA Administration Finance Sub Committee Meeting/Training for Trudy Ray (EID: [REDACTED]), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached          _50.00_-_Ray_-_2024_Admin_and_Finance_Training.pdf</p>								
							<b>Item Total for Line # 2</b>	<input type="text" value="\$50.00"/>
3-1	2024 NASWA A&F Training - Gabriel Sanchez (EID: [REDACTED]) (Pittsburg, PA)	13800	963/64	1.0000	EA	\$500.00000	\$500.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
							<b>ReqID:</b> 0000045832	
<p>NASWA Administration Finance Sub Committee Meeting/Training for Gabriel Sanchez (EID: [REDACTED]), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached</p>								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$500.00"/>
4-1	2024 NASWA A&F Training - Jenny Noren (EID: [REDACTED]) (Pittsburg, PA)	13800	963/64	1.0000	EA	\$500.00000	\$500.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
							<b>ReqID:</b> 0000045832	
<p>NASWA Administration Finance Sub Committee Meeting/Training for Jenny Noren (EID: [REDACTED]), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached</p>								
							<b>Item Total for Line # 4</b>	<input type="text" value="\$500.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/06/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	2024 NASWA A&F Training - Tim Urbanovsky (EID: 11188) (Pittsburg, PA)	13800	963/64	1.0000	EA	\$500.00000	\$500.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
					<b>ReqID:</b> 0000045832			
NASWA Administration Finance Sub Committee Meeting/Training for Tim Urbanovsky (EID: 11188), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached								
							<b>Item Total for Line # 5</b>	<input type="text" value="\$500.00"/>
6-1	2024 NASWA A&F Training - Martha Aguilar (EID: 31686)(Pittsburg, PA)	13800	963/64	1.0000	EA	\$500.00000	\$500.00	03/06/2024
							<b>Schedule Total</b>	<input type="text" value="\$500.00"/>
					<b>ReqID:</b> 0000045832			
NASWA Administration Finance Sub Committee Meeting/Training for Martha Aguilar (EID: 31686), Omni William Penn Hotel , 530 William Penn Pl, Pittsburgh, PA 15219, March 12- 14, 2024. See registration attached								
							<b>Item Total for Line # 6</b>	<input type="text" value="\$500.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$2,550.00"/>

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  
 03/06/2024