



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0003162

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/09/2024 **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: RESIDENCE INN BY MARRIOTT LLC
1701 S UNIVERSITY DR
FORT WORTH TX 76107-6535
United States

Ship To: Texas Workforce Commission
4800 N LAMAR BLVD
CRISS COLE SUITE 111
AUSTIN TX 78756
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: 1521519646 011

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

As per Group Sales Agreement Dated 1/30/2024

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

GOODS OR SERVICES LESS THAN \$10,000.00 : 34 TX ADMIN CODE § 20.82 - DELEGATED PURCHASES

Requester Contact Information:

Name: Shalon Hornsby
Phone: 512-459-2698
Email: Shalon.Hornsby@twc.texas.gov

Vendor Contact-

Contact: Susan Miller and Brittany Green
Phone: 817-885-8250

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. 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.

Ship to Comments:

Services only - no direct product

Ship to Comments:

Services only

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/09/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Rooms & Conference Room Rental for ECM July Meeting	13061	971/65	1.0000	LOT	\$2,625.00000	\$2,625.00	04/12/2024
							Schedule Total	<input type="text" value="\$2,625.00"/>
					ReqID:			
					0000046888			
							Item Total for Line # 1	<input type="text" value="\$2,625.00"/>
2-1	Handheld Microphones, Polycom Microphones, Audio Visual Equipment Rental, and Set up	13061	972/50	1.0000	LOT	\$175.00000	\$175.00	04/12/2024
							Schedule Total	<input type="text" value="\$175.00"/>
					ReqID:			
					0000046888			
							Item Total for Line # 2	<input type="text" value="\$175.00"/>
3-1	Fees, & Incidentals	13061	963/37	1.0000	EA	\$100.00000	\$100.00	04/12/2024
							Schedule Total	<input type="text" value="\$100.00"/>
					ReqID:			
					0000046888			
							Item Total for Line # 3	<input type="text" value="\$100.00"/>

Total PO Amount

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 **04/09/2024**



Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

04/09/2024