



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0003574

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 05/16/2024    **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:** TEKGRATION LLC  
539 W COMMERCE ST # 757  
DALLAS TX 75208-1953  
**United States**

**Ship To:** Texas Workforce Commission  
4801 NW LOOP 410, STE 902  
SAN ANTONIO TX 78229-5347  
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:** 1832002617 001

**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.

Tekgration Quote # 975 dated 5/10/24

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: Margaret A Lopez  
E-mail: margaret.lopez@twc.texas.gov

Vendor Contact  
Name: Staci Beane  
Tel: 210-729-9339  
E-mail: staci.beane@tekgration.com  
VIN: 1832002617

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.

**Ship to Comments:**

Please Call 210.258.6850 or 210.258.6748 or Knock on Double Doors for attendant to grant access inside the office for delivery.

**Authorized Signature**

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/16/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Logitech Padded H390 USB Headset	13069	205/68	40.0000	EA	\$27.99000	\$1,119.60	05/31/2024
							<b>Schedule Total</b>	<input type="text" value="\$1,119.60"/>
					<b>ReqID:</b> 0000047347			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$1,119.60"/>

**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

**05/16/2024**