



Procurement and Contracts  
 Texas SmartBuy PO # 24199285  
 Business Unit # 320AD  
 Purchase Order # 24-0003778

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** X    **PO Date:** 06/07/2024    **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:** MONO MACHINES LLC  
 DBA SUPPLY CHIMP  
 228 PARK AVE S # 36842  
 NEW YORK NY 10003-1502  
 United States

**Ship To:** Texas Workforce Commission  
 301 W 13TH ST  
 FORT WORTH TX 76102-4601  
 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:** 1263499518 009

**Purchaser:** Gregory Kolz  
**Phone:** (737) 400-5673  
**Fax:**  
**Email:** gregory.kolz@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

\*\*\*DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER XXXXXXXX HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON XX/XX/XXXX) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY\*\* Purchase Order issue in accordance to TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract -23-44501  
 Contract start date: 12/24/2022  
 Contract end date: 12/14/2027

Delivery Terms: 7 Days ARO

TWC Contact -  
 Name: Maria Evans  
 Phone: 817-420-1844x5200  
 Email: maria.evans@twc.state.tx.us

Vendor Contact -  
 Name: Customer Support  
 Phone: 800-592-1306  
 Email:helpme@supplychimp.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact 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 Purchasing HUB Services."

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**06/07/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Steno Book: 80 Sheets, Gregg Ruled, Green Paper	13069	615/62	100.0000	EA	\$1.38000	\$138.00	06/11/2024
							<b>Schedule Total</b>	\$138.00
							<b>ReqID:</b> 0000047491	
							<b>Item Total for Line # 1</b>	\$138.00
2-1	Abilityone 7530011245660 7530011245660 Pad8. 5X11Wh	13069	615/62	4.0000	DOZ	\$29.37000	\$117.48	06/11/2024
							<b>Schedule Total</b>	\$117.48
							<b>ReqID:</b> 0000047491	
							<b>Item Total for Line # 2</b>	\$117.48
3-1	Quicker Clicker Mechanical Pencil, 0.90 Mm, Transparent Burg	13069	620/70	20.0000	EA	\$3.10000	\$62.00	06/11/2024
							<b>Schedule Total</b>	\$62.00
							<b>ReqID:</b> 0000047491	
							<b>Item Total for Line # 3</b>	\$62.00

**Total PO Amount** \$317.48

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  
 06/07/2024

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**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**06/07/2024**