



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0003805

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 06/11/2024 **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: KIRSTEN NOTTLESON
6006 LEISURE RUN RD
AUSTIN TX 78745-3927
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: 7010238951 000

Purchaser: Gregory Kolz
Phone: (737) 400-5673
Fax:
Email: gregory.kolz@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 Per [Kirsten Nottleson] corresponding Quote No.N/A dated 05/28/2024. By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30/2024 (ATTACHMENT I) apply to this order.

Name of Event: Texas Rising Star Early Educator Conference - July 2024
Dates of Event: July 17th - 19th, 2024
Location of Event: Marriot Marquis Hotel, Houston Texas

TWC Contact:
Name: Allison Wilson
Tel: 512-936-4917
E-mail: allison.wilson@twc.texas.gov

Vendor Contact-
Name: Kirsten Nottleson
Tel: N/A
E-mail: kirsten@handinhandworkshops.com

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact 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."

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

06/11/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	July Childcare Conference Speaker Fee for Kirsten Nottleson	13072	961/61	1.0000	LOT	\$2,250.00000	\$2,250.00	07/19/2024
							Schedule Total	<input type="text" value="\$2,250.00"/>
						ReqID: 0000047580		
							Item Total for Line # 1	<input type="text" value="\$2,250.00"/>

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

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