



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0004200

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 07/08/2024 **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: COMPLETE BOOK & MEDIA SUPPLY INC
1200 TORO GRANDE DR STE 200
CEDAR PARK TX 78613-7820
United States

Ship To: Texas Workforce Commission
4241 WOODCOCK DR STE A105
SAN ANTONIO TX 78228
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: 1742852244 000

Purchaser: Anna James

Phone:

Fax:

Email: anna.mccorkle@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 [COMPLETE BOOK AND MEDIA SUPPLY] corresponding quote 2488127 dated 06/28/2024.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/30.2024 (ATTACHMENT I) apply to this order.

Contact
Cynthia Farias
cynthia.farias@twc.texas.gov

Vendor
VID 1742852244
COMPLETE BOOK AND MEDIA SUPPLY
512-616-0400

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above 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 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 label package:
Attention Cynthia Farias
TWS-VRS
4241 Woodcock Drive, Suite A-105
San Antonio, TX 78228

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

07/08/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	How to Say No Without Feeling Guilty: And Say Yes to More Time, and What Matters Most to You	13060	715/10	6.0000	EA	\$12.24000	\$73.44	07/19/2024
							Schedule Total	<input type="text" value="\$73.44"/>
							ReqID: 0000047887	
							Item Total for Line # 1	<input type="text" value="\$73.44"/>
2-1	The Art Of Saying NO: How To Stand Your Ground, Reclaim Your Time And Energy, And Refuse To Be Taken For Granted (Without Feeling Guilty!) (The Art Of Living Well)	13060	715/10	6.0000	EA	\$11.99000	\$71.94	07/19/2024
							Schedule Total	<input type="text" value="\$71.94"/>
							ReqID: 0000047887	
							Item Total for Line # 2	<input type="text" value="\$71.94"/>
3-1	Dsm 5 tr [Diagnostic and Statistical Manual of Mental Disorders] Revision Dsm-5-tr 5th Editio	13060	715/10	5.0000	EA	\$149.60000	\$748.00	07/19/2024
							Schedule Total	<input type="text" value="\$748.00"/>
							ReqID: 0000047887	
							Item Total for Line # 3	<input type="text" value="\$748.00"/>
							Total PO Amount	<input type="text" value="\$893.38"/>

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.

Authorized Signature
Sonya Babley, CTCD, CTCM
 Sonya Babley, CTCD, CTCM
 07/08/2024



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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

07/08/2024