



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 21-0003207  
Purchase Order Change Notice (# 1)

Page: 1 of 4

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 04/29/21 PO Method: DG Dispatch: Dispatch Rev Dt: 05/03/21  
Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: P D MORRISON ENTERPRISES INC  
DBA PDME  
BUILDING 2 STE 208  
1120 TORO GRANDE DR  
CEDAR PARK TX 78613-6974  
United States

Ship To: Texas Workforce Commission  
4800 N LAMAR BLVD  
AUSTIN TX 78756  
United States

Vendor ID: 1742695260

Purchaser: Marcus G Garcia

Phone:

Fax:

Email: marcus.garcia@twc.state.tx.us

Bill To: APPO@twc.state.tx.us or

Texas Workforce Commission  
101 E 15TH ST  
RM 446  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$5000 or Less

POCN1 Corrected item part numbers line (1,2,3,4,6,7) 5/3/2021 MG

**Ship to Comments:**

TWC POC

Name: Madalyn Melero, Lynnette Swonke  
4800 N Lamar Blvd., MC 6804  
Austin TX 78756

Phone No: 512-377-0494, 512-377-0327

Email: Madalyn.melero@twc.state.tx.us, lynnette.swonke@twc.state.tx.us

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	4000044 GBC® CombBind 19-Ring Binding Spines, 3/8" Capacity (55 Sheets), Black, Box Of 100	125/20	1.0000	BOX	\$12.55000	\$12.55	05/10/2021

Schedule Total

ReqID:  
0000031266

Item Total for Line # 1

Authorized Signature

Glenn A Smith

05/03/2021



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	4000068 GBC® CombBind 19-Ring Binding Spines, 1/2" Capacity (85 Sheets), Black, Box Of 100	125/20	1.0000	BOX	\$14.25000	\$14.25	05/10/2021
						Schedule Total	\$14.25
						ReqID:	0000031266
						Item Total for Line # 2	\$14.25
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	4000104 GBC® CombBind 19-Ring Binding Spines, 3/4" Capacity (150 Sheets), Black, Box Of 100	125/20	1.0000	BOX	\$18.75000	\$18.75	05/10/2021
						Schedule Total	\$18.75
						ReqID:	0000031266
						Item Total for Line # 3	\$18.75
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	4200010 GBC® CombBind 19-Ring Binding Spines, 1 1/2" Capacity (320 Sheets), Black, Box Of 100	125/20	1.0000	BOX	\$61.96000	\$61.96	05/10/2021
						Schedule Total	\$61.96
						ReqID:	0000031266
						Item Total for Line # 4	\$61.96

Authorized Signature

  
Glenn A. Smith

05/03/2021




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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	OXF7320-CAN_Oxford® Color Index Cards, Unruled, 3" x 5", Canary, Pack Of 100	616/35	4.0000	PAK	\$1.45000	\$5.80	05/10/2021
						Schedule Total	\$5.80
						ReqID: 0000031266	
						Item Total for Line # 5	\$5.80
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	UNV20732 Office Depot® Brand Durable View 3-Ring Binder, 2" Round Rings, White	615/09	30.0000	EA	\$3.66000	\$109.80	05/10/2021
						Schedule Total	\$109.80
						ReqID: 0000031266	
						Item Total for Line # 6	\$109.80
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	11907 Avery® Big Tab Insertable Plastic Dividers, Double Pocket, Multicolor, 8-Tab	615/49	50.0000	SET	\$3.96000	\$198.00	05/10/2021
						Schedule Total	\$198.00
						ReqID: 0000031266	
						Item Total for Line # 7	\$198.00
						Total PO Amount	\$421.11

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

  
Glenn A Smith

05/03/2021



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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

A handwritten signature in blue ink that reads "Glenn A. Smith".  
Glenn A. Smith

**05/03/2021**