



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 21-0003754

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Payment N/A Freight N/A Ship Via: N/A PCC: 0 Date: 05/26/21 PO Method: DG Dispatch: Dispatch Rev Dt:
Terms: Terms: Via Print

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

Vendor: WORKQUEST
DBA TIBH INDUSTRIES INC
1011 E 53RD 1/2 ST
AUSTIN TX 78751-1703
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 556M
AUSTIN TX 78723
United States

Vendor ID: 1741976051

Purchaser: Glenn A Smith
Phone: 512 463 9992
Fax: 512 475 3502
Email: Glenn.Smith@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 - contracts - 645-S1 / 615-A1 / 620-A1 /

Please call or email requester when delivery will be made. Provide tracking number when possible

erin.walthallashworth@twc.state.tx.us / 512 305 9296

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, Recycled, White, Premium No. 4, 20 lb., Letter, 8-1/2" x 11", 10 Reams/CRTN, Freight Included, Qty price breaks at 80, 200, 500, and 800 cases. Highway Dist: 14. Zone: 1	645/21	30.0000	CTN	\$43.21000	\$1,296.30	05/31/2021

Schedule Total

ReqID: 0000031873
Inv Item ID: 64521411718

Item Total for Line # 1

Authorized Signature


Glenn A Smith

05/26/2021




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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Appointment Planner, Weekly, Black, Wire Bound, 8-7/8 X 11-1/4, Black, 12 Months, Recycled, Plus Freight Order Less Than \$25,	616/72	5.0000	EA	\$14.71000	\$73.55	05/31/2021
						Schedule Total	\$73.55
				ReqID:	Inv Item ID:		
				0000031873	61515074503		
						Item Total for Line # 2	\$73.55
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Correction Tape,Standard Tip, White, Single Line, Plus Freight Order Less Than \$25	615/29	30.0000	EA	\$1.77000	\$53.10	05/31/2021
						Schedule Total	\$53.10
				ReqID:	Inv Item ID:		
				0000031873	61529301006		
						Item Total for Line # 3	\$53.10
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Self Stick Note Pad, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pkg, Plus Freight Order Less Than \$25	615/62	15.0000	PKG	\$9.39000	\$140.85	05/31/2021
						Schedule Total	\$140.85
				ReqID:	Inv Item ID:		
				0000031873	61562384000		
						Item Total for Line # 4	\$140.85

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Pencil Lead Refill 0.7mm 12 Leads/Rube 12 Tubes/Box	620/60	5.0000	BOX	\$11.11000	\$55.55	05/31/2021
						Schedule Total	\$55.55
				ReqID:	Inv Item ID:		
				0000031873	62060182003		
						Item Total for Line # 5	\$55.55

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	Pencil Mechanical American Classic 0.7mm Black Barrell, 12 Pencils/Pack, Freight Included, found on SB by 62060283003	620/60	4.0000	PAK	\$14.55000	\$58.20	05/31/2021
						Schedule Total	\$58.20
				ReqID:	Inv Item ID:		
				0000031873	620602830032		
						Item Total for Line # 6	\$58.20

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	62080230105 Retractable gel ink pen,Zebra Sarasa, 0.7mm, Blue, Rubberized cushion grip with tinted barrel and accessories to match ink color. Four pens per packet. found on SB under 62080230105	620/80	14.0000	PAK	\$6.08000	\$85.12	05/31/2021
						Schedule Total	\$85.12
				ReqID:	Inv Item ID:		
				0000031873	62080230204		
						Item Total for Line # 7	\$85.12

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Legal Paper, Bond, Virgin, White, Prem No. 4, 10 Reams (500/ Ream)	645/21	1.0000	CTN	\$69.99000	\$69.99	05/31/2021
						Schedule Total	\$69.99
				ReqID: 0000031873	Inv Item ID: 64521404059		
						Item Total for Line # 8	\$69.99

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	Calendar, Weekly Planner, Black, 5 in x 8 in, January - December planner provides a full year reference to aid in planning. Plus Freight Order Less Than \$25	615/19	5.0000	EA	\$12.21000	\$61.05	05/31/2021
						Schedule Total	\$61.05
				ReqID: 0000031873	Inv Item ID: 61519700278		
						Item Total for Line # 9	\$61.05

Total PO Amount \$1,893.71

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

Glenn A. Smith

05/26/2021