



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003397

Payment N/A Freight N/A Ship Via: N/A PCC: E Date: 04/14/23 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: LONGHORN OFFICE PRODUCTS INC  
 2210 DENTON DR STE 109  
 AUSTIN TX 78758  
 United States

Ship To: Texas Workforce Commission  
 2810 E MLK JR BLVD  
 AUSTIN TX 78702-1544  
 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: 1742918255

Purchaser: Delight K Dehorty  
 Phone: (737) 249-0658  
 Fax:  
 Email: delight.dehorty@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

Delegated Purchase \$10000 or Less

Quote #7260-0

Vendor POC:  
 Mike Winkler  
 mwinkler@longhornop.com

TWC POC:  
 Debbie Guerrero  
 debbie.guerrero@twc.texas.gov

| Line-Sch: | Line Description:                 | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date:  |
|-----------|-----------------------------------|-------------|-----------|------|-------------|---------------|------------|
| 1-1       | SHREDDER-U LOP 10 SHEET CROSS CUT | 700/71      | 40.0000   | EA   | \$49.99000  | \$1,999.60    | 04/28/2023 |

Schedule Total

ReqID:  
 0000041885

Item Total for Line # 1

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.

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

04/14/2023



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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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**04/14/2023**