



Procurement and Contracts  
 Texas SmartBuy PO # 23156692  
 Business Unit # 320AD  
 Purchase Order # 23-0004000

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** A    **PO Date:** 05/30/2023    **PO End Date:** 08/31/2023    **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:** PITNEY BOWES GLOBAL FINANCIAL SERVICES  
 PO BOX 981022  
 BOSTON MA 02298-1022  
 United States

**Ship To:** Texas Workforce Commission  
 709 E CALTON RD  
 STE 108  
 LAREDO TX 78041-3664  
 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:** 1060495050 059

**Purchaser:** Rubyna M Ochoa  
**Phone:** (737) 295-0317  
**Fax:**  
**Email:** rubyna.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Legal Cite 34 Texas Admin Code 20.220

Term Contract: 985-C1  
 SmartBuy Order: 23156692

This WRAPS PO issued for June 2023 thru August 2023.  
 SmartBuy Order Entry required an entry of min 60 months. Requestor to submit a new requisition each fiscal year and will reference this SmartBuy Order number on the requisition. A new SmartBuy order will not need to re-entered each fiscal year since this original SmartBuy order was issued for the entire 60 months ending May 31 2028. A new SmartBuy Order will need to be entered on May 2028.

Vendor Point of Contact-  
 Boyd T. Hering  
 254-733-6450  
 Boyd.Hering@pb.com

TWC Point of Contact:  
 Juanita Poncedeleon  
 +1 (361) 400-2590  
 juanita.poncedeleon@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	(5541) DM125 Mailing Machine S/N 4745133 for June 2023 through August 2023	13053	985/54	3.0000	MO	\$58.00000	\$174.00	08/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$174.00"/>
						<b>ReqID:</b> 0000042481		
							<b>Item Total for Line # 1</b>	<input type="text" value="\$174.00"/>

**Total PO Amount**

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/30/2023**



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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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/30/2023**