



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004631

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 07/13/2023    **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:** ODP BUSINESS SOLUTIONS LLC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

**Ship To:** Texas Workforce Commission  
 1601 VETERANS BLVD  
 STE 1  
 DEL RIO TX 78840-3302  
 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:** 1862161688 001

**Purchaser:** Anna James  
**Phone:**  
**Fax:**  
**Email:** anna.mccorkle@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**  
 Delegated Purchase \$10000 or Less  
 \*\*\* SEE SHIP TO COMMENTS \*\*\*  
 Catalog Purchase Attached.  
 Contact  
 Imelda Cortez  
 956-523-8083  
 imelda.cortez@twc.texas.gov  
 OR  
 Ana Martiarena  
 830-306-4001  
 ana.martiarena@twc.texas.gov

**Ship to Comments:**  
 Please deliver to TWC-VRS Office in Del Rio attention Ana Martiarena or any VR Staff.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Balt® Ergo Executive Ergonomic Mesh-Back Adjustable Chair, Black Item #547610Share		425/60	1.0000	EA	\$607.79000	\$607.79	07/19/2023	
							<b>Schedule Total</b>	<input type="text" value="\$607.79"/>	
							<b>ReqID:</b> 0000043541		
547610								<b>Item Total for Line # 1</b>	<input type="text" value="\$607.79"/>

**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      **07/13/2023**



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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 Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**07/13/2023**