



Procurement and Contracts
 Texas SmartBuy PO # 24003968
 Business Unit # 320AD
 Purchase Order # 24-0000742

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 09/15/2023 **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: WORKQUEST
 DBA TIBH INDUSTRIES INC
 1011 E 53RD 1/2 ST
 AUSTIN TX 78751-1703
 United States

Ship To: Texas Workforce Commission
 3650 N BUCKNER STE 102
 DALLAS TX 75228
 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: 1741976051 001

Purchaser: Delight K Dehorty
Phone: (737) 249-0658

Fax:
Email: delight.dehorty@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Texas Gov't Code Ann., Title 10, Subtitle D, Chapter 2155.441.
 Exempt from Competitive requirement. See Legal Cites for Tx Govt Code and reference in PO comments.

Per WorkQuest corresponding Quote No. TERM-615-S1 and TERM-620-S1 dated 11/16/21.
 By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.
 Delivery Terms: 14 Days ARO

Requester-
 Name: Silvia Mercado
 Tel: 214-548-1919
 E-mail: silvia.mercado@twc.texas.gov

Vendor Contact-
 Name: Customer Service
 Tel: 512-451-8145
 E-mail: customerservice@workquest.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Procurement Contract Services.

Authorized Signature

Sonya Bebley, CTCD, CTCM

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09/15/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Supplier Part #45888468108 - Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa - Black		620/80	5.0000	DOZ	\$10.50000	\$52.50	09/28/2023
							Schedule Total	<input type="text" value="\$52.50"/>
							ReqID: 0000044419	
							Item Total for Line # 1	<input type="text" value="\$52.50"/>
2-1	Supplier Part #45888468108 - Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa - Blue		620/80	5.0000	DOZ	\$10.50000	\$52.50	09/28/2023
							Schedule Total	<input type="text" value="\$52.50"/>
							ReqID: 0000044419	
							Item Total for Line # 2	<input type="text" value="\$52.50"/>
3-1	Supplier Part #62090501008 - Highlighter Pen, Free Ink, 4 Colors/Box		620/90	10.0000	BOX	\$5.13000	\$51.30	09/28/2023
							Schedule Total	<input type="text" value="\$51.30"/>
							ReqID: 0000044419	
							Item Total for Line # 3	<input type="text" value="\$51.30"/>
4-1	Supplier #62090220989 - Marker, Fine Tip, Black, Dozen		620/90	3.0000	DOZ	\$7.88000	\$23.64	09/28/2023
							Schedule Total	<input type="text" value="\$23.64"/>
							ReqID: 0000044419	
							Item Total for Line # 4	<input type="text" value="\$23.64"/>
							Total PO Amount	<input type="text" value="\$179.94"/>

Authorized Signature

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Page: 3 of 3

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

Sonya Bebley, CTCD, CTCM

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09/15/2023