



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0000801

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E PO Date: 09/19/2023 PO End Date: PO Method: RE Dispatch: Dispatch Via Print Rev Dt:

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

Vendor: YELLOWBOOK-CPE LLC
PO BOX 202138
AUSTIN TX 78720-2138
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 574
AUSTIN TX 78778-0001
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: 1810763727 000

Purchaser: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Per Yellowbook-CPE LLC corresponding Invoice 3503 dated 09/12/2023 By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

Webinar date: December 12, 2023

Attendees: Camilla Cannon and Michelle Joseph

To pay by check, mail to: Yellowbook-CPE LLC PO Box 5857
Lago Vista, TX 78645
Requestor-
Name: Sheryl Walton Tel: +1 (512) 463-2414
E-mail: sheryl.walton@twc.texas.gov

Vendor Contact- Name: Kim
Tel: 979-493-5569
E-mail: kim@yellowbook-cpe.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 Purchasing HUB Services."

Delegated Purchase \$10000 or Less

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

09/19/2023



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 24-0000801

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Registration fee for Camilla Cannon (EID # [REDACTED]) to attend the Yellow Book-CPE Internal Controls: What They Are, What They Arent & How to Plug the Holes 2-hour webinar on December 12, 2023.		963/64	1.0000	EA	\$130.00000	\$130.00	11/30/2023
							Schedule Total	<input type="text" value="\$130.00"/>
							ReqID: 0000044454	
							Item Total for Line # 1	<input type="text" value="\$130.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Registration fee for Michelle Joseph (EID # [REDACTED]) to attend the YellowBook-CPE Internal Controls: What They Are, What They Arent & How to Plug the Holes 2-hour webinar on December 12, 2023.		963/64	1.0000	EA	\$130.00000	\$130.00	11/30/2023
							Schedule Total	<input type="text" value="\$130.00"/>
							ReqID: 0000044454	
							Item Total for Line # 2	<input type="text" value="\$130.00"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted 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 Babley, CTCD, CTCM
Sonya Babley, CTCD, CTCM
09/19/2023