



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0000945

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
N/A N/A N/A H 09/28/2023 DG Dispatch Via Print

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

Vendor: CITIBANK N A  
TRAVEL CENTRAL BILL ACCOUNT CBA PAYMENTS  
PO BOX 78025  
PHOENIX AZ 85062-8025  
United States

Ship To: Texas Workforce Commission  
See Detail Below

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

Vendor ID: 1135266470 046

Purchaser: Marie Diemer  
Phone: (737) 400-5620  
Fax:  
Email: marie.diemer@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

Procurement purchase of Subscriptions and website fees - as per Citibank November statement

| Line-Sch: | Line Description:   | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date:  |
|-----------|---|------|-------------|-----------|------|-------------|---------------|------------|
| 1-1       | Subscription:The Business Journals-Vega, Mariana - paid 10/4/23 |      | 956/50      | 1.0000    | YR   | \$261.17000 | \$261.17      | 09/29/2023 |

VIN 1431366184 - have asked for Tax credit of 16.17

Ship To: 5350-4001

Delivery Instructions:

101 E 15TH ST  
RM 354  
AUSTIN TX 78778-0001  
United States

Schedule Total

ReqID:  
0000044601

Item Total for Line # 1

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

11/10/2023



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| Line-Sch: | Line Description:  | PCA: | Class/Item:                   | Quantity: | UOM: | Unit Price:                 | Extended Amt:                  | Due Date:  |
|-----------|--|------|-------------------------------|-----------|------|-----------------------------|--------------------------------|------------|
| 2-1       | Subscription: The Business Journals - Lutz, William              |      | 956/50                        | 1.0000    | YR   | \$261.17000                 | \$261.17                       | 09/29/2023 |
|           | VIN 1431366184 have asked for Tax credit of 16.17                |      |                               |           |      |                             |                                |            |
|           | <b>Ship To:</b> 5350-4001  |      | <b>Delivery Instructions:</b> |           |      |                             |                                |            |
|           | 101 E 15TH ST<br>RM 354<br>AUSTIN TX 78778-0001<br>United States |      |                               |           |      |                             |                                |            |
|           |  |      |                               |           |      |                             | <b>Schedule Total</b>          | \$261.17   |
|           |  |      |                               |           |      | <b>ReqID:</b><br>0000044601 |                                |            |
|           |  |      |                               |           |      |                             | <b>Item Total for Line # 2</b> | \$261.17   |

| Line-Sch: | Line Description:   | PCA: | Class/Item:                   | Quantity: | UOM: | Unit Price:                 | Extended Amt:                  | Due Date:  |
|-----------|---|------|-------------------------------|-----------|------|-----------------------------|--------------------------------|------------|
| 3-1       | Membership renewal fee for James Howard [REDACTED] for the Institute of Internal Auditors (IIA) from Oct. 16, 2023 - Oct. 15, 2024. |      | 963/48                        | 1.0000    | EA   | \$190.00000                 | \$190.00                       | 10/27/2023 |
|           | VIN 1135532538 - IIA  |      |                               |           |      |                             |                                |            |
|           | <b>Ship To:</b> 5004-4001   |      | <b>Delivery Instructions:</b> |           |      |                             |                                |            |
|           | 101 E 15TH ST<br>RM 574<br>AUSTIN TX 78778-0001<br>United States  |      |                               |           |      |                             |                                |            |
|           |   |      |                               |           |      |                             | <b>Schedule Total</b>          | \$190.00   |
|           |   |      |                               |           |      | <b>ReqID:</b><br>0000044934 |                                |            |
|           |   |      |                               |           |      |                             | <b>Item Total for Line # 3</b> | \$190.00   |

Authorized Signature

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11/10/2023



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| Line-Sch: | Line Description:   | PCA:   | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:                  | Due Date:  |
|-----------|---|--|-------------|-----------|------|-------------|--------------------------------|------------|
| 4-1       | PROCARD-Domain Site<br>fee- Forwarding<br>MyTexasCareers sites<br><br>VIN 1208404067 - Network<br>Solutions - have asked for<br>refund on tax - 47.19<br><br>Also added charges in<br>dispute but charged by<br>Dallas Morning News VIN<br>1752806504 -<br>65.02 (32.51 x2<br>subscriptions)<br><br><b>Ship To:</b> 5320-4007 |  | 963/48      | 1.0000    | EA   | \$826.66000 | \$826.66                       | 10/27/2023 |
|           |   | <b>Delivery Instructions:</b><br><br>4405<br>SPRINGDALE RD<br>RM 0315B<br>AUSTIN TX 78723<br>United States |             |           |      |             |                                |            |
|           |   |  |             |           |      |             | <b>Schedule Total</b>          | \$826.66   |
|           |   |  |             |           |      |             | <b>ReqID:</b><br>0000045083    |            |
|           |   |  |             |           |      |             | <b>Item Total for Line # 4</b> | \$826.66   |

**Total PO Amount** \$1,539.00

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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11/10/2023