



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0001000

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 10/03/2023    **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:** PERRY OFFICE PRODUCTS INC  
P O BOX 1200  
TEMPLE TX 76503  
**United States**

**Ship To:** Texas Workforce Commission  
4800 N LAMAR BLVD  
AUSTIN TX 78756  
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:** 1742262229 000

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Perry Office Plus Quote # SO1537286 dated 9/28/23

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

TWC Contact Name: Lynnette Swonke  
E-mail: lynnette.swonke@twc.texas.gov

Vendor Contact  
Name: Adam Dolan  
Tel: (800) 234-6605  
E-mail: adamd@perryop.com  
VIN: 1742262229

Submit invoices via email to APPO@TWC.texas.gov. 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.

Office Supplies

Deliver to: CCRC- LYNNETTE SWONKE 4800 N. LAMAR BLVD. AUSTIN TX 78756

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**10/04/2023**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0001000

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	LURLIN 3Ring Pencil Pouch, 30 Pack Bulk Zipper Pen Pouches in Assorted Colors		620/70	1.0000	EA	\$52.00000	\$52.00	10/13/2023
							Schedule Total	\$52.00
							ReqID:	0000044681
							Item Total for Line # 1	\$52.00
2-1	WRITECH WRITECH Retractable Gel Pens Quick Dry Ink Pens Fine Point 0.5mm 10 Assorted Unique Vintage Colors		620/80	2.0000	EA	\$18.00000	\$36.00	10/13/2023
							Schedule Total	\$36.00
							ReqID:	0000044681
							Item Total for Line # 2	\$36.00
3-1	WRITECH Retractable Gel Pens Quick Dry Ink Pens Fine Point 0.5mm Multicolor		620/80	2.0000	EA	\$16.00000	\$32.00	10/13/2023
							Schedule Total	\$32.00
							ReqID:	0000044681
							Item Total for Line # 3	\$32.00
							Total PO Amount	\$120.00

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.

Authorized Signature  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
 10/04/2023



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0001000

Page: 3 of 3

**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

**10/04/2023**