



# Purchase Order

## PO No. 24036068

Order Date: 10/31/2023

Internal Tracking No.: PR 44991 PO 24-0001417

**Contractor Info**

WorkQuest, Inc.  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**Bill To**

101 EAST 15TH ST., RM 446  
Accts Payable: APPO@twc.state.tx.us  
AUSTIN TX 78778

**Ship To**

Texas Workforce Commission  
4405 SPRINGDALE RD., RM 426M  
Attn: Janedda A Brown  
Austin TX 78723

**NOTE TO CONTRACTOR:** Deliver To:

Janedda A Brown  
janedda.brown@twc.texas.gov

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	MaryLou Ochoa	marylou.ochoa@twc.texas.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	62020	62060283003	<b>Pencil, Mechanical, American Classic, Black Barrell, 12 Pencils/ Pack, Plus Freight Order Less Than \$25</b> Attribute 1: 0.7mm-62060283003-2 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 11/14/2023	4	PACK	14.55	\$58.20
2	61541	61541221950	<b>File Pocket, 3 1/2" Expansion, Freight included</b> Contract: 615-S1 Contract Type: Term Delivery ARO (days): 21 Delivery Date: 11/21/2023	100	EACH	1.61	\$161.00



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3	64521	64521350104-1	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11"</b> Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 11/20/2023 Manufacturer Name: Skilcraft	25	CRTN	60.91	\$1,522.75

**Total \$1,741.95**