



# Purchase Order

## PO No. 24040822

Order Date: 11/21/2023

Internal Tracking No.: 24-0001683 / 45295

**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  
Attention To Danette Townsend  
1125 JUDSON RD  
STE 133  
Longview TX 75601

**NOTE TO CONTRACTOR:** "Delivery Contact: Danette Townsend  
Phone: +1 (903) 483-3115  
Email: danette.townsend@twc.texas.gov

Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.24-0001683 / 45295

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074 "

**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	Kelly Hall	kelly.hall@twc.texas.gov	(737) 667-5150

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	64521	64521411716	<b>Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty price breaks at 3, 7, 40, 41, 121, 500, and 800 cases.</b> Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 12/11/2023 Manufacturer Name: Skilcraft	6	CRTN	73.55	\$441.30



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2	62080	62080231100	<b>Pen, Retractable, Gel ink, Rubber Grip, .7mm Medium Point, Zebra Sarasa, Plus Freight Order Less Than \$25</b> Attribute 1: BLUE Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 12/5/2023 MPN: 46810D Manufacturer Name: Zebra	2	DOZ	10.50	\$21.00

Total **\$462.30**