



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0003705

Page: 1 of 2

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 05/30/2024 **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:** COMPLETE BOOK & MEDIA SUPPLY INC  
1200 TORO GRANDE DR STE 200  
CEDAR PARK TX 78613-7820  
**United States**

**Ship To:** Texas Workforce Commission  
1117 TRINITY ST  
316T  
AUSTIN TX 78701-1919  
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:** 1742852244 000

**Purchaser:** Rubyna M Ochoa

**Phone:** (737) 295-0317

**Fax:**

**Email:** rubyna.ochoa@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [Complete Book and Media Supply Inc.] corresponding Quote received 2482487 dated 05/29/24.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01-30-24 (ATTACHMENT 1) apply to this order.

Delivery Terms: 10 Days ARO

**TWC POC-**

Name: Lindsay Kirwin

Tel: +1 (737) 279-7158

E-mail: lindsay.kirwin@twc.texas.gov

**Vendor Contact**

Name: Complete book and Media Supply

Tel: 512-616-0400

E-mail: Sierra@completebook.com

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.

**Authorized Signature**

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**05/30/2024**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Cybersecurity Intern [Aros Ontiveros] Prep/Gallup Clifton Strength Finder Training	13069	715/10	1.0000	EA	\$34.79000	\$34.79	06/01/2024
							<b>Schedule Total</b>	<b>\$34.79</b>
<b>ReqID:</b> 0000047474								
<b>Item Total for Line # 1</b>								<b>\$34.79</b>

<b>Total PO Amount</b>	<b>\$34.79</b>
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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 Bibbey, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

**05/30/2024**