



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0000309

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 09/01/2024 **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:** PITNEY BOWES GLOBAL FINANCIAL SERVICES  
PO BOX 981022  
BOSTON MA 02298-1022  
**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:** 1060495050 059

**Purchaser:** Kelly A Hall  
**Phone:** (737) 667-5150  
**Fax:**  
**Email:** kelly.hall@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 Pitney Bowes corresponding Pricing Dated 7/11/2024

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01/13/2024 ( ATTACHMENT I) apply to this order.

Requestor-  
Name: Sarah Frias  
Tel: +1 (817) 598-4883  
E-mail: sarah.frias@twc.texas.gov

Vendor Contact-  
Name: Boyd Hering  
E-mail: boyd.hering@pb.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. 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

**08/13/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TYLER_STE 575_PB	13060	939/60	1.0000	LOT	\$500.00000	\$500.00	09/01/2024
<div>Ship To: 2240-1750</div> <div>3800 PALUXY DR STE 575 TYLER TX 75703-1659 United States</div> <div>Delivery Instructions:</div> <div>ReqID: 0000048341</div> <div>Schedule Total \$500.00</div>								
REGION 4-TYLER-3800 PALUXY DRIVE, STE 575,TYLER,75703-PITNEY BOWES SUPPLIES/SERVICE FOR METER.								Item Total for Line # 1 \$500.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	TYLER_STE 320/325_PB	13060	939/60	1.0000	LOT	\$500.00000	\$500.00	09/01/2024
<div>Ship To: 2242-1750</div> <div>3800 PALUXY DR STE 325 TYLER TX 75703 United States</div> <div>Delivery Instructions:</div> <div>ReqID: 0000048341</div> <div>Schedule Total \$500.00</div>								
REGION 4-TYLER-3800 PALUXY DRIVE, STE 320/325,TYLER,75703-PITNEY BOWES SUPPLIES/SERVICE FOR METER.								Item Total for Line # 2 \$500.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	LONGVIEW_PB	13060	939/60	1.0000	LOT	\$500.00000	\$500.00	09/01/2024
<div>Ship To: 2242-2105</div> <div>2124 ALPINE ST LONGVIEW TX 75601 United States</div> <div>Delivery Instructions:</div> <div>ReqID: 0000048341</div> <div>Schedule Total \$500.00</div>								
REGION 4-LONGVIEW-2124 ALPINE ST,LONGVIEW, 75601-PITNEY BOWES SUPPLIES/SERVICE FOR METER.								Item Total for Line # 3 \$500.00

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

08/13/2024



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<b>Line-Sch:</b> 4-1	<b>Line Description:</b> JACKSONVILLE_PB	<b>PCA:</b> 13060	<b>Class/Item:</b> 939/60	<b>Quantity:</b> 1.0000	<b>UOM:</b> LOT	<b>Unit Price:</b> \$500.00000	<b>Extended Amt:</b> \$500.00	<b>Due Date:</b> 09/01/2024
<b>Ship To:</b> 2242-1786		<b>Delivery Instructions:</b>						
504 E PINE ST STE A JACKSONVILLE TX 75766-4566 United States								
							<b>Schedule Total</b>	\$500.00
							<b>ReqID:</b> 0000048341	
REGION 4-504 EAST PINE ST, STE A, JACKSONVILLE, 75766-PITNEY BOWES SUPPLIES/SERVICE FOR METER.								
							<b>Item Total for Line # 4</b>	\$500.00

<b>Line-Sch:</b> 5-1	<b>Line Description:</b> CROCKETT_PB	<b>PCA:</b> 13060	<b>Class/Item:</b> 939/60	<b>Quantity:</b> 1.0000	<b>UOM:</b> LOT	<b>Unit Price:</b> \$500.00000	<b>Extended Amt:</b> \$500.00	<b>Due Date:</b> 09/01/2024
<b>Ship To:</b> 2243-1658		<b>Delivery Instructions:</b>						
1046 S 4TH ST CROCKETT TX 75835 United States								
							<b>Schedule Total</b>	\$500.00
							<b>ReqID:</b> 0000048341	
REGION 4-1046 SOUTH 4TH ST, CROCKETT, 75835-PITNEY BOWES SUPPLIES/SERVICE FOR METER.								
							<b>Item Total for Line # 5</b>	\$500.00

**Total PO Amount** \$2,500.00

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*

Sonya Bebley, CTCD, CTCM

**08/13/2024**