



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002183

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** D **PO Date:** 02/12/2025 **PO End Date:** IT **PO Method:** IT **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: TEKGRATION LLC
539 W COMMERCE ST # 757
DALLAS TX 75208-1953
United States

Ship To: Texas Workforce Commission
1411 BRAZOS ST.
ANNEX BLDG., RM 0210
AUSTIN TX 78778-0001
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: 1832002617 001

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

TWC Prefers Electronic Submission

PO Information:

Tekgration Quote # 1155 dated 2/12/25.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions dated 11/19/24 (ATTACHMENT 1) apply to this order.

Delivery Terms: 3-5 days

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code § 20.391.

State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000.

[DIR Waiver or exemption Information, if applicable]

TWC Contact
Name: Frances J Cruz
Tel: (512) 936-3557
E-mail: frances.cruz@twc.texas.gov

Vendor Contact
Name: Staci Beane
Tel: 210-729-9339
E-mail: staci.beane@tekgration.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are 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.

PO 25-0002183 Divestment Statue
PO 25-0002183 Email to Vendor 2-12-25
PO 25-0002183 PCC E Checklist
PO 25-0002183 PR Requisition
PO 25-002183 PR Approval
PO 25-0002183 Quote
Purchase Order 25-0002183
PO 25-0002183 Vendor Compliance Checklist
Terms and Condition

Ship to Comments:

Signature on File



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Please address packages to UIHR and deliver to 1411 Brazos St. Room 0210 Austin Texas 78701

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Logitech® H340 USB Headset, Black Item # 221605	13069	204/68	30.0000	EA	\$24.57000	\$737.10	02/12/2025
							Schedule Total	\$737.10
							Item Total for Line # 1	\$737.10

Total PO Amount **\$737.10**

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.