



Procurement and Contracts
Texas SmartBuy PO # 25072567
Business Unit # 320AD
Purchase Order # 25-0002296

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Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A 0 02/21/2025 DG Dispatch Via Print

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

Vendor: WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 78751-1703
United States

Ship To: Texas Workforce Commission
3555 TIMMONS LN STE 790
HOUSTON TX 77027-6466
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: 1741976051 001

Purchaser: Rubyna M Ochoa
Phone: (737) 295-0317

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

TWC Prefers Electronic Submission

PO Information:

DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25072567 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 02/21/2025) - FOR PAYMENT PROCESSING PURPOSES ONLY

Purchase Order issue in accordance to Term contracts: (see PCC Legal Cites that is applicable to your procurement)

TERM Contract 615-S1
Contract start date: 11/16/2021
Contract end date: 11/30/2026

Delivery Terms: 10 Days ARO

Contract Manager -
Name: Renee Nelson-Moore
Phone: +1 (832) 280-5435
Email: renee.nelson-moore@twc.texas.gov

Vendor Contact -
Name: WorkQuest, Inc.
Phone: (512) 451-8145
Email: smartbuy@workquest.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 will 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 Procurement Contract Services.

Ship to Comments:

Region 5 Office Supplies for RD Lindsey, HR and Staff

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper Mate InkJoy RT Retractable Ballpoint Pen, Med Point Black Ind Dozen, 1951260	13060	620/80	2.0000	DOZ	\$10.50000	\$21.00	03/07/2025
							Schedule Total	\$21.00
							RegID: 0000050561	
							MFG Item ID: 343567	
							Item Total for Line # 1	\$21.00

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Post-it Notes 4x6 Canary Collection, lined 100 sheet/pad 12 pads/pack 660YW	13060	615/62	2.0000	PAK	\$12.60000	\$25.20	03/07/2025
							Schedule Total	<input type="text" value="\$25.20"/>
					ReqID: 0000050561			
					MFG Item ID: 062596			
							Item Total for Line # 2	<input type="text" value="\$25.20"/>

Total PO Amount

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.