



Procurement and Contracts
Texas SmartBuy PO # 25100161
Business Unit # 320AD
Purchase Order # 25-0002570

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A 0 03/18/2025 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
101 E 15TH ST
RM 674
AUSTIN TX 78778-1442
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: Gregory Kolz
Phone: (737) 400-5673
Fax:
Email: gregory.kolz@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Texas Gov't Code Ann., Title 10, Subtitle D, Chapter 2155.441.
PS PO
Approvals
Email Conformation
TSB PO
FT
VPTS
TSB PO Contact
Checklist

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Prism .05MM Mechanical Pencil, Assorted Colors DZ.	13800	620/60	2.0000	EA	\$12.71000	\$25.42	03/18/2025
							Schedule Total	\$25.42
					ReqID: 0000051062			
							Item Total for Line # 1	\$25.42
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Wooden Pencils; Lead Grade 2-Soft, Gross/12 Dozen	13800	620/60	1.0000	EA	\$16.48000	\$16.48	03/18/2025
							Schedule Total	\$16.48
					ReqID: 0000051062			
							Item Total for Line # 2	\$16.48

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Fluorescent Highlighters, Chisel Tip, Yellow, Dozen	13800	620/90	2.0000	EA	\$8.69000	\$17.38	03/18/2025
							Schedule Total	\$17.38
							ReqID:	
							0000051062	
							Item Total for Line # 3	\$17.38
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Staples, 5000/Box, 5 Boxes/Pkg	13800	615/81	2.0000	EA	\$8.00000	\$16.00	03/18/2025
							Schedule Total	\$16.00
							ReqID:	
							0000051062	
							Item Total for Line # 4	\$16.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Permanent marker, fine pt. blk	13800	620/90	1.0000	EA	\$8.15000	\$8.15	03/18/2025
							Schedule Total	\$8.15
							ReqID:	
							0000051062	
							Item Total for Line # 5	\$8.15
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
6-1	ID Card Reel, Retractable W/Belt Clip	13800	080/10	5.0000	EA	\$2.98000	\$14.90	03/18/2025
							Schedule Total	\$14.90
							ReqID:	
							0000051062	
							Item Total for Line # 6	\$14.90
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
7-1	Manila File Folders 24/Pack	13800	615/43	3.0000	EA	\$6.40000	\$19.20	03/18/2025
							Schedule Total	\$19.20
							ReqID:	
							0000051062	
							Item Total for Line # 7	\$19.20

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
8-1	Skilcraft Index Divider Tabs, 1 1/2 31, Assorted Colors	13800	615/43	8.0000	EA	\$3.75000	\$30.00	03/18/2025
							Schedule Total	\$30.00
					ReqID: 0000051062			
							Item Total for Line # 8	\$30.00

Total PO Amount \$147.53

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.