



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0002702

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 03/26/2025 **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:** TEKGRATION LLC  
539 W COMMERCE ST # 757  
DALLAS TX 75208-1953  
**United States**

**Ship To:** Texas Workforce Commission  
4800 N LAMAR BLVD  
AUSTIN TX 78756  
United States

**Vendor ID:** 1832002617 001

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

**Bill To:** APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

**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.

Tekgration Quote # 1172 dated 3/13/25

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

TWC Contact Name: LaToya Jackson  
E-mail: latoya.jackson@twc.texas.gov

Vendor Contact  
Name: Staci Beane  
Tel: 210-729-9339  
E-mail: staci.beane@tekgration.com  
VIN: 1832002617

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

PO 25-0002702 Divestment Statue

Email to Vendor 3/26/25

PO 25-0002702 PCC E Checklist

PO 25-0002702 - Workquest Search line # 1

PO 25-0002702 - Workquest Search line # 2

PO 25-0002702 PR Requisition

PO 25-0002702 PR Approval

PO 25-0002702 Quote

Purchase Order 25-0002702

PO 25-0002702 Vendor Compliance Checklist

Terms and Condition

**Ship to Comments:**

PLEASE DELIVER TO:  
CRISS COLE REHAB CENTER ATTN: LaToya Jackson  
4800 North Lamar Blvd. Building 1 Austin, TX 78756

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Cork Bulletin Board, 24" x 36", Black Finish Frame	13060	785/25	2.0000	EA	\$26.58000	\$53.16	03/27/2025
							<b>Schedule Total</b>	\$53.16
							<b>Item Total for Line # 1</b>	\$53.16
2-1	Cleaning Duster, 10 Oz., Pack of 12 Cans	13060	485/15	1.0000	EA	\$58.81000	\$58.81	03/27/2025
							<b>Schedule Total</b>	\$58.81
							<b>Item Total for Line # 2</b>	\$58.81
							<b>Total PO Amount</b>	\$111.97

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.