



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002835

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/07/2025 **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: NATIONAL ASSOCIATION OF UNEMPLOYMENT
APPEALS PROFESSIONALS
DBA NAUIAP
9816 LAKEWOOD DR W
CARMEL IN 46280-1919
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
MAIN BLDG, RM 426
AUSTIN TX 78701-1442
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: 1942768000 000

Purchaser: MaryLou Ochoa

Phone:

Fax:

Email: marylou.ochoa@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.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 02/19/2025 (ATTACHMENT I) apply to this order.

As a member to the board Ms. Butlers attendance is required the night before. For Ms. Karnes and Ms. Wright, it provides TWC Appeal Tribunal valuable insight which include updates from the US Department of Labor and workshops for both higher and lower authority appeals, which can be useful in training and reviews for future reviews toward DOL grants and audits.

Conference is from June 9 - 13, 2025

TWC Contact:

Name: Regina Hajek

Tel: (512) 463-3686

E-mail: regina.hajek@twc.texas.gov

Vendor Contact:

Name:

Tel:

E-mail:

Submit invoices via email to APPO@TWC.texas.gov and the TWC Contact 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.

Ship to Comments:

Signature on File



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Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Butler - NAUIAP Registration 2025 Annual Training Conference Kansas City MO	13069	963/37	1.0000	EA	\$595.00000	\$595.00	04/07/2025
							Schedule Total	\$595.00
					ReqID: 0000051288			
							Item Total for Line # 1	\$595.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Karnes - NAUIAP Registration 2025 Annual Training Conference Kansas City MO	13069	963/37	1.0000	EA	\$595.00000	\$595.00	04/07/2025
							Schedule Total	\$595.00
					ReqID: 0000051288			
							Item Total for Line # 2	\$595.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Wright - NAUIAP Registration 2025 Annual Training Conference Kansas City MO	13069	963/37	1.0000	EA	\$595.00000	\$595.00	04/07/2025
							Schedule Total	\$595.00
					ReqID: 0000051288			
							Item Total for Line # 3	\$595.00
							Total PO Amount	\$1,785.00

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.