



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0002900

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/11/2025 **PO End Date:** **PO Method:** RE **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** DISPUTE RESOLUTION CENTER  
5407 N IH 35 STE 410  
AUSTIN TX 78723  
**United States**

**Ship To:** Texas Workforce Commission  
101 E 15TH ST  
RM 154  
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:** 1742255055 000

**Purchaser:** Marie Diemer  
**Phone:** (737) 400-5620  
**Fax:**  
**Email:** marie.diemer@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Registration form submitted to vendor.  
Advance payment required prior to class start date.  
Contact Rita Rancken - 512-371-0033 or rita@austindrc.org to finalize payment.

Classes to start June 11, 2025.

Invoice to be paid before class starts.  
Delegated Purchase \$10000 or Less

TWC contact - thelma.villanueva@twc.texas.gov / 512 463 4432

T C  
Compliance files  
Dispatched PO  
E - checklist  
DVDS

**Ship to Comments:**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Online Mediation Training - Patrice Washington (34796)	13034	963/64	1.0000	EA	\$950.00000	\$950.00	06/18/2025

**Schedule Total**

**ReqID:**  
0000051408

40-Hour Basic Mediation Training  
June 11, 12, 13, 17, 18, 2025

**Item Total for Line # 1**

**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.

Signature on File



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**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.

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