# Procurement and Contracts
Texas SmartBuy PO # 25114154
Business Unit # 320AD
Purchase Order # 25-0002926
Purchase Order Change Notice (# 1)



| Payment Terms: | Freight Terms: | Ship Via: | PCC: | PO Date: | PO End Date: | PO Method: | Dispatch: | Rev Dt: |
|---|---|---|---|---|---|---|---|---|
| N/A | N/A | N/A | X | 04/15/2025 | | DG | Dispatch Via Print | 04/22/2025 |

**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
101 E 15TH ST
RM 266
AUSTIN TX 78778-0001
United States

**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**

**Vendor ID:** 1832002617 001

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

**PO Information:**

POCN1 updated vendor ID #

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of $10,000 or less.

Tekgration Quote # 1208 dated 4/22/25

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 2/19/25 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Bethany A Villarreal
E-mail: bethany.villarreal@twc.texas.gov

Vendor Contact
Name: Tekgration
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.

**Authorized Signature**

Signature on File [redacted]

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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|---|
| 1-1 | Usb,16Gb, Storenclick, 2Pk, | 13800 | 615/60 | 2.0000 | PKG | **$12.50000** | **$25.00** | 04/23/2025 |

**Schedule Total** $25.00

**ReqID:**
0000051563

**Item Total for Line # 1** $25.00

**Total PO Amount** $25.00

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.

**Authorized Signature**
[redacted]