



Procurement and Contracts
Texas SmartBuy PO # 25114889
Business Unit # 320AD
Purchase Order # 25-0002935

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 04/15/2025 **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: WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 78751-1703
United States

Ship To: Texas Workforce Commission
110 W RANDOL MILL RD
STE 110
ARLINGTON TX 76011
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: Rubyna M Ochoa
Phone: (737) 295-0317

Fax:
Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

***DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER XXXXXXXX HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON XX/XX/XXXX) - FOR PAYMENT PROCESSING PURPOSES ONLY**

Purchase Order issue in accordance to Term contracts: (see PCC Legal Cites that is applicable to your procurement)

TERM Contract XXXXXXXX
Contract start date: XX/XX/XXXX
Contract end date: XX/XX/XXXX

Delivery Terms: XX Days ARO

Contract Manager -
Name:
Phone:
Email:

Vendor Contact -
Name
Phone:
Email:

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are 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 will 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 Procurement Contract Services."

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	40965 Universal 20030 30% Recycled Copy Paper, 92 Brightness, 20Lb, 8 1/2 X 11, White, 5000/Carton	13800	645/21	4.0000	CTN	\$63.59000	\$254.36	04/15/2025

Schedule Total \$254.36

ReqID:
0000051492

Item Total for Line # 1 \$254.36

Signature on File



Procurement and Contracts
Texas SmartBuy PO # 25114889
Business Unit # 320AD
Purchase Order # 25-0002935

Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	48613501 Hand Sanitizer, Instant, Purell, Green Seal, 8 Oz	13060	486/13	2.0000	CS	\$49.68000	\$99.36	04/15/2025
							Schedule Total	\$99.36
					ReqID: 0000051492			
					MFG Item ID: 48613			
							Item Total for Line # 2	\$99.36
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	20772502918 Labels, Shipping, Avery 5163, 2" X 4" white	13060	005/05	3.0000	BOX	\$34.61000	\$103.83	04/15/2025
							Schedule Total	\$103.83
					ReqID: 0000051492			
					MFG Item ID: 20772502918			
							Item Total for Line # 3	\$103.83
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	20468595457 Mouse Pad - Assorted Colors	13060	005/05	1.0000	DOZ	\$27.21000	\$27.21	04/15/2025
							Schedule Total	\$27.21
					ReqID: 0000051492			
					MFG Item ID: 20468			
							Item Total for Line # 4	\$27.21
							Total PO Amount	\$484.76

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.