



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0002936

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/16/2025 **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: COMMISSION ON REHABILITATION COUNSELOR C
1501 E WOODFIELD RD STE 105E
SCHAUMBURG IL 60173-5470
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 274M
AUSTIN TX 78723
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: 1363733179 000

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

TWC Prefers Electronic Submission

PO Information:

****ADVANCED PAYMENT REQUIRED****

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

Commission on Rehabilitation Counselor Invoice # 490481 dated 4/9/25

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: Kaila Cumby
E-mail: kaila.cumby@twc.texas.gov

Vendor Contact
Name: Commission on Rehabilitation Counselor
Tel: 847-944-1325
VIN: 1363733179

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 25-0002936 Divestment Statute

Email to APPO 4-16-25

PO 25-0002936 PCC E Checklist

PO 25-0002936 PR Requisition

PO 25-0002936 Invoice

PO 25-0002936 PR Approval

Purchase Order 25-0002936

PO 25-0002936 Vendor Compliance Checklist

Terms and Condition

Ship to Comments:

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	CE Provider Late Fee	13060	924/25	1.0000	LOT	\$125.00000	\$125.00	04/16/2025
							Schedule Total	\$125.00
							ReqID: 0000051589	
							Item Total for Line # 1	\$125.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	CE Provider Program/Session Fee	13060	924/25	6.0000	EA	\$25.00000	\$150.00	04/16/2025
							Schedule Total	\$150.00
							ReqID: 0000051589	
							Item Total for Line # 2	\$150.00
							Total PO Amount	\$275.00

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.