



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0003003  
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: A PO Date: 04/23/2025 PO End Date: PO Method: DG Dispatch: Dispatch Via Print 05/06/2025 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  
400 E HACKBERRY AVE  
MCALLEN TX 78501-9222  
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: Gregory Kolz  
Phone: (737) 400-5673  
Fax:  
Email: gregory.kolz@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

FT  
POCN#1 add Frt  
PS PO  
TSB PO  
VPTS  
ITEMS NEEDED FOR STAFF RETURNING TO OFFICE.

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	HIGH BACK, TASK CHAIR, OM EXECUTIVE, BALTIC COLOR	13069	425/06	2.0000	EA	\$443.31000	\$886.62	04/23/2025

Schedule Total \$886.62

ReqID:  
0000051486

Item Total for Line # 1 \$886.62

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Freight	13069	962/86	1.0000	EA	\$156.89000	\$156.89	04/23/2025

Schedule Total \$156.89

Item Total for Line # 2 \$156.89

Total PO Amount \$1,043.51

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.