



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0003017

Page: 1 of 2

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 04/24/2025 **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:** PITNEY BOWES GLOBAL FINANCIAL SERVICES  
PO BOX 981022  
BOSTON MA 02298-1022  
**United States**

**Ship To:** Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 678M  
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:** 1060495050 059

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664

**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

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

Pitney Bowes - Blanket PR created for equipment, supplies and equipment repair of Pitney Bowes equipment and supplies for VR Field Offices.

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: Angelica Ancira  
E-mail: angelica.ancira@twc.texas.gov

Vendor Contact  
Name: Pitney Bowes  
VIN: 1060495050

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 25-0003017 Divestment Statue

Email to Requestor 4-24-25

PO 25-0003017 PCC E Checklist

PO 25-0003017 PR Requisition

PO 25-0003017 PR Approval

Purchase Order 25-0003017

PO 25-0003017 Vendor Compliance Checklist

Terms and Condition

**Ship to Comments:**

Signature on File



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 25-0003017

Page: 2 of 2

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Consumable Supplies	13060	985/54	1.0000	LOT	\$300.00000	\$300.00	04/30/2025
							Schedule Total	\$300.00
							ReqID:	
							0000051694	
							Item Total for Line # 1	\$300.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Equipment Repair	13060	985/54	1.0000	LOT	\$300.00000	\$300.00	04/30/2025
							Schedule Total	\$300.00
							ReqID:	
							0000051694	
							Item Total for Line # 2	\$300.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Equipment	13060	985/54	1.0000	LOT	\$300.00000	\$300.00	04/30/2025
							Schedule Total	\$300.00
							ReqID:	
							0000051694	
							Item Total for Line # 3	\$300.00
							Total PO Amount	\$900.00

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.