



Procurement and Contracts
Texas SmartBuy PO # 25134699
Business Unit # 320AD
Purchase Order # 25-0003086

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 04/30/2025 **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
520 E CENTRAL PKWY STE 232
PLANO TX 75074
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: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25134699 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 04/30/2025)**

FOR PAYMENT PROCESSING PURPOSES ONLY**

Purchase Order issue Purchase Order issue in accordance to Term contracts
(See PCC legal sites that is applicable to your procurement)

TERM Contract: 485-S1
Contract start date: 9/27/2021
Contract end date: 11/30/2026

Delivery Terms: 14 days

TWC Contact
Name: Misti Cates
Tel: (214) 365-2820
E-mail: misti.cates@twc.texas.gov

Vendor Contact
Name: WorkQuest, Inc
Tel: (512) 451-8145
E-mail: customerservice@workquest.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. 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 Procurement Contract Services.

Contract # 485-S1
PO 25-0003086 Divestment Statue
Email to Requestor 5-1-25
PO 25-0003086 PCC 0 Checklist
PO 25-0003086 PR Requisition
PO 25-0003086 PR Approval
Purchase Order 25-0003086
PO 25-0003086 Vendor Compliance Checklist
Terms and Condition

Ship to Comments:

Inside delivery Only

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Purell Instant Hand Sanitizer Soothing Gel, 12oz.	13060	435/73	2.0000	CS	\$68.90000	\$137.80	05/01/2025
							Schedule Total	\$137.80
							Item Total for Line # 1	\$137.80
2-1	Self Stick Note Pad, 3" X 5", Neon	13060	615/62	6.0000	PAK	\$12.03000	\$72.18	05/01/2025
							Schedule Total	\$72.18
							Item Total for Line # 2	\$72.18
							Total PO Amount	\$209.98

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.