



Procurement and Contracts  
Texas SmartBuy PO # 25134954  
Business Unit # 320AD  
Purchase Order # 25-0003111

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 05/02/2025 **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  
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:** 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 25134954 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/02/2025)**

**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: 832-S1  
Contract start date: 1/1/2021  
Contract end date: 11/30/2026

Delivery Terms: 14 days

TWC Contact  
Name: Aida Paredes  
E-mail: aida.paredes@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 # 832-S1  
PO 25-0003111 Divestment Statue  
Email to Requestor 5-2-25  
PO 25-0003111 PCC 0 Checklist  
PO 25-0003111 PR Requisition  
PO 25-0003111 PR Approval  
Purchase Order 25-0003111  
TSB PO 25-0003111  
PO 25-0003111 Vendor Compliance Checklist  
Terms and Condition  
Wish List

**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	Transparent Refill 3/4" Tape 6/Box	13069	616/88	2.0000	PKG	\$6.56000	\$13.12	05/02/2025
							Schedule Total	\$13.12
							ReqID:	
							0000051728	
							Item Total for Line # 1	\$13.12
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Window envelopes #10	13069	641/44	4.0000	BOX	\$31.63000	\$126.52	05/02/2025
							Schedule Total	\$126.52
							ReqID:	
							0000051728	
							Item Total for Line # 2	\$126.52
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	dish soap (8 bottles /38 oz case)	13069	486/86	1.0000	CS	\$54.35000	\$54.35	05/02/2025
							Schedule Total	\$54.35
							ReqID:	
							0000051728	
							Item Total for Line # 3	\$54.35
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Blue 1 1/2 inch binders with inside pouch/pocket each	13069	616/09	24.0000	EA	\$4.17000	\$100.08	05/02/2025
							Schedule Total	\$100.08
							ReqID:	
							0000051728	
							Item Total for Line # 4	\$100.08

Total PO Amount \$294.07

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.



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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.