



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0003120

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Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 05/02/2025 **PO End Date:** **PO Method:** RE **Dispatch:** Dispatch Via Print **Rev Dt:**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: DISPUTE RESOLUTION CENTER
5407 N IH 35 STE 410
AUSTIN TX 78723
United States

Ship To: Texas Workforce Commission
101 E 15TH ST
RM 230
AUSTIN TX 78778-0001
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: 1742255055 000

Purchaser: Marie Diemer
Phone: (737) 400-5620
Fax:
Email: marie.diemer@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

3722 - Art. IX, Sec. 8.07, GAA
Mediation Training at the Dispute Resolution Center of Austin for our

HR Counselor [REDACTED].

https://austindrc.org/mediation-training/40-hour-basic-meditation-training/checkout/?#gf_6

The Dispute Resolution Center is a vendor with the State of Texas (#17422550552)

Registration has been submitted, only payment is missing.

Ship to Comments:

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Dispute Resolution Center of Austin - Mediation Training - [REDACTED]	13800	963/64	1.0000	UNT	\$950.00000	\$950.00	05/08/2025

Schedule Total \$950.00

ReqID:
0000051770

Item Total for Line # 1 \$950.00

Total PO Amount \$950.00

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.

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.