



Procurement and Contracts  
Texas SmartBuy PO # 25136696  
Business Unit # 320AD  
Purchase Order # 25-0003171

Page: 1 of 2

**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 05/08/2025 **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  
1411 BRAZOS ST  
ANNEX 0204  
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:** 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 25136696 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/08/2025)**

**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: 615-S1  
Contract start date: 11/16/2021  
Contract end date: 11/30/2026

Delivery Terms: 14 days

TWC Contact  
Name: Kali Edwards  
E-mail: kali.edwards@twc.texas.gov

Vendor Contact  
Name: Workquest  
Tel: (512) 451-8145  
E-mail: smartbuy@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 # 615-S1  
PO 25-0003171 Divestment Statue  
Email to Requestor 5-8-25  
PO 25-0003171 PCC 0 Checklist  
PO 25-0003171 PR Requisition  
PO 25-0003171 PR Approval  
Purchase Order 25-0003171  
TSB PO 25-0003171  
PO 25-0003171 Vendor Compliance Checklist  
Terms and Condition

**Ship to Comments:**

Suite 0204

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	61562381501 Note Pad, Self Stick, 1.5x2	13069	616/62	2.0000	PKG	\$4.80000	\$9.60	05/08/2025
							<b>Schedule Total</b>	<input type="text" value="\$9.60"/>
							<b>ReqID:</b> 0000051822	
							<b>Item Total for Line # 1</b>	<input type="text" value="\$9.60"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	62090854001 marker dry erase assorted colors	13069	620/86	4.0000	SET	\$5.05000	\$20.20	05/08/2025
							<b>Schedule Total</b>	<input type="text" value="\$20.20"/>
							<b>ReqID:</b> 0000051822	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$20.20"/>
							<b>Total PO Amount</b>	<input type="text" value="\$29.80"/>

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.