



Procurement and Contracts  
Texas SmartBuy PO # 25137161  
Business Unit # 320AD  
Purchase Order # 25-0003237

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**Payment Terms:** N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** X **PO Date:** 05/13/2025 **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:** GRAINGER  
DEPT 850212127  
PO BOX 419267  
KANSAS CITY MO 64141  
United States

**Ship To:** Texas Workforce Commission  
P.O. BOX 591  
FORT WORTH TX 76102-4601  
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:** 1361150280 014

**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 25137161 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 05/13/2025) - Optional for offline sale vendors. FOR PAYMENT PROCESSING PURPOSES ONLY\*\***  
Purchase Order issue in accordance to TXMAS contracts: 34 TX Admin. Code 20.231-.233 for Multiple Award Schedule.

TXMAS Contract: TXMAS-25-45002  
Contract start date: 1/1/2025  
Contract end date: 8/31/2026

Delivery Terms: 4 days

TWC Contact  
Name: Montessa Y Turner  
Phone: (866) 630-3739  
Email: montessa.turner@twc.texas.gov

Vendor Contact  
Name: Shelby Savony  
Phone: (512) 837-7440  
Email: customersupport@grainger.com

Submit invoices via email to APPO@twc.texas.gov and the Contract Manager listed above. PDF or Word Documents only are 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 will 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.

Delivery Contact: [ Contact Name and Phone Number]  
Delivery Hours: Mon-Fri 8:00AM-4:30PM

Submit invoices via email to APPO@twc.texas.gov PDF or Word Documents only are accepted. All Invoices must include reference to TXSMB PO and TWC PO Internal Tracking #.

Best Value awarded in accordance with Texas Gov. Code, Title 10, Subtitle D, Chapter 2155, Section 2155.074  
Contract # TXMAS-25-45002  
PO 25-0003237 Divestment Statue  
Email to Requestor 5-13-25  
PO 25-0003237 PCC X Checklist  
PO 25-0003237 PR Requisition  
PO 25-0003237 PR Approval  
Purchase Order 25-0003237

Signature on File



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TSB PO 25-0003237 - Workquest Search line # 5  
TSB PO 25-0003237 - Workquest Search line # 11  
TSB PO 25-0003237  
PO 25-0003237 Vendor Compliance Checklist  
Terms and Condition  
Wish List

**Ship to Comments:**

Please deliver at 301 W 13th Street Fort Worth TX 76102. Press intercom for assistance.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Disinfecting Wipes 80 Ct Canister Pk6, Commodity #48540	13069	475/77	1.0000	EA	\$67.36000	\$67.36	05/21/2025
							<b>Schedule Total</b>	<b>\$67.36</b>
					<b>ReqID:</b> 0000051984			

**Item Total for Line # 1** **\$67.36**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Surge Protector Outlet Strip, 6 Ft White, Part No. 52NY55	13069	616/60	4.0000	EA	\$13.61000	\$54.44	05/21/2025
							<b>Schedule Total</b>	<b>\$54.44</b>
					<b>ReqID:</b> 0000051984			

**Item Total for Line # 2** **\$54.44**

**Total PO Amount** **\$121.80**

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.