



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 25-0003301

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 05/16/2025 **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: COMMISSION ON REHABILITATION COUNSELOR C
1501 E WOODFIELD RD STE 105E
SCHAUMBURG IL 60173-5470
United States

Ship To: Texas Workforce Commission
4405 SPRINGDALE RD
RM 274M
AUSTIN TX 78723
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: 1363733179 000

Purchaser: Michael Kagan
Phone: (737) 400-5664
Fax:
Email: michael.kagan@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****ADVANCED PAYMENT REQUIRED****

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Commission on Rehabilitation Counselor Certification Invoice # 490794 dated 4/24/25

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 2/19/25 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Kaila Cumby
E-mail: kaila.cumby@twc.texas.gov

Vendor Contact
Name: Commission on Rehabilitation Counselor Certification
Tel: 847-944-1325
VIN: 1363733179

Submit invoices via email to APPO@TWC.texas.gov. 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 Purchasing HUB Services.

PO 25-0003301 Divestment Statue

Email to APPO 5-16-25

PO 25-0003301 PCC E Checklist

PO 25-0003301 PR Requisition

PO 25-0003301 Invoice

PO 25-0003301 PR Approval

Purchase Order 25-0003301

PO 25-0003301 Vendor Compliance Checklist

Terms and Condition

Ship to Comments:

Signature on File

