

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

Page: 1 of 2

PO End Date: PO Method: Payment Terms: Freight Terms: Ship Via: PCC: PO Date: Dispatch: Rev Dt:

05/16/2025 N/A Ε DG Dispatch Via Print

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

COMMISSION ON REHABILITATION COUNSELOR C Vendor: Ship To: **Texas Workforce Commission** 

1501 E WOODFIELD RD STE 105E 4405 SPRINGDALE RD

SCHAUMBURG IL 60173-5470 RM 274M

**AUSTIN TX 78723 United States** 

APPO@twc.texas.gov or Bill To:

**Texas Workforce Commission** 

101 E 15TH ST RM 470

AUSTIN TX 78778-0001

**United States** 

Michael Kagan (737) 400-5664

Fax:

Email: michael.kagan@twc.texas.gov **TWC Prefers Electronic Submission** 

## PO Information:

Purchaser:

Phone:

\*\*ADVANCED PAYMENT REQUIRED\*\*

**United States** 

Vendor ID: 1363733179 000

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

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:** 



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PCA: UOM: Line-Sch: Line Description: Class/Item: Quantity: **Unit Price: Extended Amt:** Due Date: CE Provider 13060 \$200.00000 1-1 924/25 1.0000 LOT \$200.00

CE Provider 13060 924/25 1.0000 LOT \$200.0000 \$200.00 Program/Session Fee 05/16/2025

Schedule Total \$200.00

ReqID: 0000052111

These fees are to cover the renewals of the following programs with CRCC.

Career Essentials

Caseload Management: Back to the Basics 2.0 Computerized Criminal History and VR Implications

Diabetes for VR Professionals
Dual Customer Service
Serving Transition-Age VR Customers (STAVRC)
VR Decision-Making: An EPIC Journey
Working with Generational Differences

Item Total for Line # 1

\$200.00

Total PO Amount \$200.00

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.

## 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.