



Procurement and Contracts
Texas SmartBuy PO # 25137980
Business Unit # 320AD
Purchase Order # 25-0003326

Page: 1 of 2

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** 0 **PO Date:** 05/19/2025 **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
101 E 15TH ST, RM 556
MAIN
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: Kelly A Hall
Phone: (737) 667-5150
Fax:
Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

****DO NOT DUPLICATE THIS ORDER - (TXSMARTBUY PO NUMBER 25137980 HAS BEEN SUBMITTED TO VENDOR VIA EMAIL ON 5/19/25) - FOR PAYMENT PROCESSING PURPOSES ONLY****

SET ASIDE: WORKQUEST : TX GOVT CODE §§ 2155.132 (F)(2), 2155.138, TX HUMAN RESOURCES CODE, § 122

TERM Contract 645-S1
Contract start date:2/1/2002
Contract end date: 11/30/2026

Delivery Terms: 30 Days ARO

TWC POC -
Name: Sowmya Bondugulapati
Email: sowmya.bondugulapati@twc.texas.gov

Vendor Contact -
Contact Name: customerservice@workquest.com
Email: customerservice@workquest.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 Procurement Contract Services.

Ship to Comments:

Room 556
Phone 512-463-2771
Email: cindy.quimby@twc.texas.gov

Signature on File



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Paper, Bond, Recycled, Wht, Prem #4, 20 lb, Ltr, Qty Price Breaks, Hwy. Dist. 14	13800	645/21	10.0000	CTN	\$74.49000	\$744.90	05/19/2025
							Schedule Total	\$744.90
<u>ReqID:</u> 0000051727								
							Item Total for Line # 1	\$744.90
							Total PO Amount	\$744.90