



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 19-0000085
Purchase Order Change Notice (# 1)

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: S Date: 09/01/18 PO Method: SV Dispatch: **Dispatch** Rev Dt: 12/21/18
Via Print

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

Vendor: DONATTI TRANSLATION & INTERPRETING
 12239 MONTICETO LN
 STAFFORD TX 77477
 United States

Ship To: Texas Workforce Commission
 See Detail Below

Bill To: APPO@twc.state.tx.us or
 Texas Workforce Commission
 101 E 15TH ST
 RM 446
 AUSTIN TX 78778-0001
 United States

Vendor ID: 1611423884

Purchaser: Wilma J Richard
Phone: 512 936 3328
Fax: 512 475 3502
Email: wilma.richard@twc.state.tx.us

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$5000
 Renewal 2 of 2
 Contract No: RFQ 320-17-INTERP
 Contract term: September 1, 2018 through August 31, 2019
 Compensation is based on the fees established by the Administrative Office of the United States Courts.

Requester: Nancy Warren 512-463-8481

- Contract ID: 0000000576
- TWC Contract ID: 2917ADM006

09/14/2018; Contract did not get extended in time... Glenn Smith/Melanie need to decide how to pay the invoices received from Kay Graves. 512-463-8276 Special Hearings Department
 Delegated Purchase \$5000 or Less

Any invoices received for services after 8/31/2018 will be paid without a contract since there was no contract in place. Please do not hold up an invoice waiting on a contract that will not cover it. per Linda Watson email 09/17 --wr
 Translation for Labor Law Poster 'Are You Owed Wages'. Need to add a line for cost center 5490 to purchase order #19-0000085, see attached invoice #18-8391.

12/21/18 POCN wr: Translation for "Are You Owed Wages" Labor Law Poster. Need to add a line to purchase order 19-0000085 for cost center 5490. from PR 17951 Requester: Diana Vajgert

Authorized Signature

12/21/2018



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1- 1	FUTYR19 SEPT DONATTI TRANSLATION	961/46	1.0000	LOT	\$4,000.00000	\$4,000.00	08/31/2019	
	Ship To:	5470-4001						
		101 E 15TH ST RM 414 AUSTIN TX 78778-0001 United States						
						Schedule Total	<input type="text" value="\$4,000.00"/>	
					ReqID: 0000016903			
						Item Total for Line # 1	<input type="text" value="\$4,000.00"/>	
2- 1	Donatti Translation and Interpreting Services	951/46	1.0000	WK	\$61.95000	\$61.95	08/31/2019	
	Ship To:	5490-4002						
		1117 TRINITY ST RM 124T AUSTIN TX 78701-1919 United States						
						Schedule Total	<input type="text" value="\$61.95"/>	
					ReqID: 0000017951			
	Translation for "Are You Owed Wages" Labor Law Poster. Need to add a line to purchase order 19-0000085 for cost center 5490. from PR 17951						Item Total for Line # 2	<input type="text" value="\$61.95"/>
						Total PO Amount	<input type="text" value="\$4,061.95"/>	

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.

Authorized Signature

12/21/2018



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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.

Authorized Signature

A handwritten signature in blue ink that reads "Glenn Smith".

12/21/2018