



**Procurement and Contracts**  
**Business Unit # 320AD**  
**Purchase Order # 19-0004257**  
**Purchase Order Change Notice (# 1)**

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E Date: 03/13/19    PO Method: DG    Dispatch: **Dispatch Via Print**    Rev Dt: 03/15/19

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

**Vendor:** DONALD K GUTHRIE  
 1200 PECAN BLVD  
 MCALLEN TX 78501  
 United States

**Ship To:** Texas Workforce Commission  
 801 W NOLANA AVE  
 MCALLEN TX 78504  
 United States

**Vendor ID:** 1742514589

**Purchaser:** Gregory Kolz  
**Phone:**  
**Fax:**  
**Email:** gregory.kolz@twc.state.tx.us

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

**TWC Prefers Electronic Submission**

**PO Information:**  
 Delegated Purchase \$5000 or Less  
 Delegated Purchase \$5000 or Less  
 An Estimate was received from Guthrie's Safe Lock, 1200 Pecan Blvd, McAllen, TX - 956 682 3523; FAX (956) 618-4065. Approval from RD Rudy Martinez has been received.  
 Delegated Purchase \$5000 or Less  
 Locksmith Service required to lock file cabinets and workstations to secure all confidential information appropriately. RD approval obtained. See Attachments

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Locksmith Service-Keys Cut by Code	910/48	23.0000	EA	\$25.00000	\$575.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$575.00"/>
						ReqID:	
						0000020128	
Keys cut by code for desks and cabinets						<b>Item Total for Line # 1</b>	<input type="text" value="\$575.00"/>

**Authorized Signature**

**03/15/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	Locksmith Services - Labor to drill locks	910/48	1.0000	LOT	\$50.00000	\$50.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$50.00"/>
						<u>ReqID:</u> 0000020128	
						<b>Item Total for Line # 2</b>	<input type="text" value="\$50.00"/>
3- 1	Locksmith Services - Labor to remove key	910/48	1.0000	LOT	\$25.00000	\$25.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$25.00"/>
						<u>ReqID:</u> 0000020128	
						<b>Item Total for Line # 3</b>	<input type="text" value="\$25.00"/>
4- 1	Locksmith Service - Replace 2 Locks	910/48	1.0000	LOT	\$50.00000	\$50.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$50.00"/>
						<u>ReqID:</u> 0000020128	
						<b>Item Total for Line # 4</b>	<input type="text" value="\$50.00"/>

Authorized Signature

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	Locksmith Service - Trip Charge to Location	910/48	1.0000	LOT	\$45.00000	\$45.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$45.00"/>
						ReqID: 0000020128	
						<b>Item Total for Line # 5</b>	<input type="text" value="\$45.00"/>

**Total PO Amount**

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.

**Authorized Signature**

**03/15/2019**