



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 20-0002592
 Summary Document – Do Not Dispatch To Vendor

Payment Terms: **N/A** Freight Terms: **N/A** Ship Via: **N/A** PCC: **H** Date: **11/26/19** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

THIS DOCUMENT IS A SUMMARY DOCUMENT. ITS PURPOSE IS TO ACCUMULATE INDIVIDUAL TRANSACTION DATA. FOLLOWING RECONCILIATION, TRANSACTION LINES WILL BE COPIED TO A MULTI-VENDOR VOUCHER, PAYABLE TO CITIBANK N A.

Vendor: CITIBANK N A
 TRAVEL CENTRAL BILL ACCOUNT CBA PAYMENTS
 PO BOX 78025
 PHOENIX AZ 85062-8025
 United States

Ship To: Texas Workforce Commission
 4405 SPRINGDALE RD
 AUSTIN TX 78723
 United States

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: 1135266470

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 or Less

VID 1371581003 SURVEYMONKEY COM LLC PR 0000025023

P.O.C. Debbie Tilbury (512) 936-0390
 Survey Monkey needs to refund the Sales Tax via TWC's Credit Card since we are Sales tax Exempt.

Ship to Comments:
 RSM ROOM 304T - ATTN: DEBBIE TILBURY

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Survey Monkey Subscription Renewalpaid via Procard automatically for 10-22-2019Invoice# 34981339	005/05	1.0000	YR	\$409.34000	\$409.34	10/22/2020
						Schedule Total	<input type="text" value="\$409.34"/>
				<u>ReqID:</u>			
				0000025023			
VID 1371581003 SURVEYMONKEY COM LLC PR 0000025023						Item Total for Line # 1	<input type="text" value="\$409.34"/>

Total PO Amount

Authorized Signature

11/26/2019



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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

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

11/26/2019