



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 23-0002180

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Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 01/11/23 PO Method: RE Dispatch: Dispatch Via Print Rev Dt:

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

Vendor: CVENT INC  
1765 GREENSBORO STATION PL FL 7  
TYSONS CORNER VA 22102-3468  
United States

Ship To: Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 504T  
AUSTIN TX 78723  
United States

Vendor ID: 1541954458

Purchaser: Michael Kagan  
Phone: (737) 400-5664  
Fax:  
Email: michael.kagan@twc.texas.gov

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

**PO Information:**

3722 - Art. IX, Sec. 8.07, SB 1, 87th Leg., R.S.  
Balanced Scorecard Professional Certification Boot Camp - San Antonio April 2023 (cvent.com)

Delegated purchase \$10,000 or less

POC - Caren E Thomas  
caren.thomas@twc.texas.gov

Training to assist Elyse Luke and Laura York with strategic planning in the VR Division. Early Bird Discount ends March 16, 2023

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Balanced Scorecard Professional Certification - Elyse Luke [REDACTED]	963/37	1.0000	EA	\$4,000.00000	\$4,000.00	02/28/2023
						<b>Schedule Total</b>	<b>\$4,000.00</b>
						<b>ReqID:</b> 0000040715	
						<b>Item Total for Line # 1</b>	<b>\$4,000.00</b>

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Balanced Scorecard Professional Certification Laura York [REDACTED]	963/37	1.0000	EA	\$4,000.00000	\$4,000.00	02/28/2023
						<b>Schedule Total</b>	<b>\$4,000.00</b>
				<b>RegID:</b>			
				0000040715			
						<b>Item Total for Line # 2</b>	<b>\$4,000.00</b>

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**

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

**01/11/2023**