



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0002918

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: H    Date: 03/09/23    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:** CITIBANK N A  
 TRAVEL CENTRAL BILL ACCOUNT CBA PAYMENTS  
 PO BOX 78025  
 PHOENIX AZ 85062-8025  
 United States

**Ship To:** Texas Workforce Commission  
 4800 N LAMAR BLVD  
 CRISS COLE SUITE 111  
 AUSTIN TX 78756  
 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:** 1135266470

**Purchaser:** Gregory Kolz  
**Phone:** (737) 400-5673  
**Fax:**  
**Email:** gregory.kolz@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

CURRENT SUBSCRIPTION EXPIRES 4/27/23

Survey Monkey is a tool used by BET to conduct a survey each year mandated by Legislation. Renewal last year was made via pro card by purchaser Gregory Kolz.

Requester Contact:  
 Sharon Hubbard  
 sharon.hubbard@twc.texas.gov  
 512-470-2304

See attached Invoice/Quote and copy of email with links for payment.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Subscription Survey Monkey 2023	956/35	1.0000	LOT	\$384.00000	\$384.00	04/24/2023
						<b>Schedule Total</b>	<input type="text" value="\$384.00"/>
						<b>ReqID:</b>	
						0000041418	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$384.00"/>

**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.

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/13/2023**



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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**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/13/2023**