



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0001627

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 11/16/2023    **PO End Date:**    **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:** SPOKANE EQUITIES LIMITED PARTNERSHIP  
 DBA WYNDHAM EL PASO AIRPORT HOTEL  
 2027 AIRWAY BLVD  
 EL PASO TX 79925-1030  
 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:** 1866072179 001

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

**TWC Prefers Electronic Submission**

**PO Information:**

Spokane Equities Limited Partnership dba Wyndham El Paso Airport Hotel Date of Training November 10, 2023

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

TWC Contact Name: Shalon Hornsby  
 E-mail: shalon.hornsby@twc.texas.gov

Vendor Contact  
 Name: Spokane Equities Limited Partnership  
 Tel: N/A  
 E-mail: amoreno@wyndhamelp.com  
 VIN: 1866072179

Submit invoices via email to APPO@TWC.texas.gov. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing

Annual Required training for BET Managers as stipulated in BET/TWC Rules.

| Line-Sch: | Line Description:                                   | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:                  | Due Date:                             |
|-----------|---|------|-------------|-----------|------|-------------|--------------------------------|---------------------------------------|
| 1-1       | 2023 BET Annual Training<br>Conference Room Rentals |      | 915/23      | 1.0000    | LOT  | \$800.00000 | \$800.00                       | 11/16/2023                            |
|           |   |      |             |           |      |             | <b>Schedule Total</b>          | <input type="text" value="\$800.00"/> |
|           |   |      |             |           |      |             | <b>ReqID:</b><br>0000045096    |                                       |
|           |   |      |             |           |      |             | <b>Item Total for Line # 1</b> | <input type="text" value="\$800.00"/> |

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**11/16/2023**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0001627

| Line-Sch: | Line Description:                                  | PCA: | Class/Item: | Quantity: | UOM: | Unit Price:   | Extended Amt:                  | Due Date:                               |
|-----------|--|------|-------------|-----------|------|---------------|--------------------------------|---|
| 2-1       | 2023 BET Annual Training<br>Conference Room Rental |      | 915/23      | 1.0000    | LOT  | \$2,000.00000 | \$2,000.00                     | 11/16/2023                              |
|           |  |      |             |           |      |               | <b>Schedule Total</b>          | <input type="text" value="\$2,000.00"/> |
|           |  |      |             |           |      |               | <b>ReqID:</b><br>0000045096    |   |
|           |  |      |             |           |      |               | <b>Item Total for Line # 2</b> | <input type="text" value="\$2,000.00"/> |
| 3-1       | 2023 BET Annual Training<br>Conference Room Rental |      | 915/23      | 1.0000    | LOT  | \$800.00000   | \$800.00                       | 11/16/2023                              |
|           |  |      |             |           |      |               | <b>Schedule Total</b>          | <input type="text" value="\$800.00"/>   |
|           |  |      |             |           |      |               | <b>ReqID:</b><br>0000045096    |   |
|           |  |      |             |           |      |               | <b>Item Total for Line # 3</b> | <input type="text" value="\$800.00"/>   |
| 4-1       | 2023 BET Annual Training<br>Conference Hotel Fees  |      | 915/23      | 1.0000    | LOT  | \$216.00000   | \$216.00                       | 11/16/2023                              |
|           |  |      |             |           |      |               | <b>Schedule Total</b>          | <input type="text" value="\$216.00"/>   |
|           |  |      |             |           |      |               | <b>ReqID:</b><br>0000045096    |   |
|           |  |      |             |           |      |               | <b>Item Total for Line # 4</b> | <input type="text" value="\$216.00"/>   |
| 5-1       | AV Equipment Rental                                |      | 915/23      | 1.0000    | LOT  | \$750.00000   | \$750.00                       | 11/16/2023                              |
|           |  |      |             |           |      |               | <b>Schedule Total</b>          | <input type="text" value="\$750.00"/>   |
|           |  |      |             |           |      |               | <b>ReqID:</b><br>0000045096    |   |
|           |  |      |             |           |      |               | <b>Item Total for Line # 5</b> | <input type="text" value="\$750.00"/>   |

**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  
 11/16/2023



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0001627

Page: 3 of 3

**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

**11/16/2023**