



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0002545

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 02/15/2024    **PO End Date:**    **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:** TEXAS ADMINISTRATORS OF CONTINUING  
 COMMUNITY/JUNIOR COLLEGES  
 ATTN: LESLIE SHELTON  
 PO BOX 447  
 AMARILLO TX 79178-0001  
 United States

**Ship To:** Texas Workforce Commission  
 101 E 15TH ST  
 RM 660  
 AUSTIN TX 78778-0001  
 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:** 1900590053 000

**Purchaser:** Marie Diemer  
**Phone:** (737) 400-5620  
**Fax:**  
**Email:** marie.diemer@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Texas Administrators of Continuing Education (TACE) Conference to be held in Round Rock, TX from April 17 - 19, 2024.

Registration for the Employer Engagement and Community Outreach Regional Business Liaisons: Chandra Eggemeyer ( ), Chuck Vanderbilt ( ), Kiley Magerkurth ( ), Leigh Heath ( ), and Kristie Caviness ( ).

**ADVANCED PAYMENT REQUIRED**

Payment made to: TACE, mailed to Amarillo College, West Campus, Attn: Leslie Shelton, Director of Corporate Training, P.O. Box 447, Amarillo, Texas 79178.

Invoice numbers referenced below:  
 3722 - Art. IX, Sec. 8.07, GAA

TWC contact - monica.sayen@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2024 TACE Registration for Chuck Vanderbilt ( )	13028	963/37	1.0000	EA	\$445.00000	\$445.00	02/15/2024
	TACE inv # 200001927							
							<b>Schedule Total</b>	<input type="text" value="\$445.00"/>
					<b>ReqID:</b>			
					0000045933			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$445.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**02/15/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	2024 TACE Registration for Leigh Heath (██████)	13028	963/37	1.0000	EA	\$445.00000	\$445.00	02/15/2024
	TACE inv # 20001929							
							Schedule Total	\$445.00
						ReqID: 0000045933		
							Item Total for Line # 2	\$445.00
3-1	2024 TACE Registration for Kiley Magerkurth (██████)	13028	963/37	1.0000	EA	\$445.00000	\$445.00	02/15/2024
	TACE inv # 200001928							
							Schedule Total	\$445.00
						ReqID: 0000045933		
							Item Total for Line # 3	\$445.00
4-1	2024 TACE Registration for Chandra Eggemeyer (██████)	13028	963/37	1.0000	EA	\$445.00000	\$445.00	02/15/2024
	TACT inv # 200001939							
							Schedule Total	\$445.00
						ReqID: 0000045933		
							Item Total for Line # 4	\$445.00
5-1	2024 TACE Registration for Kristie Caviness (██████)	13028	963/37	1.0000	EA	\$495.00000	\$495.00	02/15/2024
	TACE inv # 200001961							
							Schedule Total	\$495.00
						ReqID: 0000045933		
							Item Total for Line # 5	\$495.00

Total PO Amount

Authorized Signature

*Sonya Babley, CTCD, CTCM*

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Page: 3 of 3

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 Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**02/15/2024**