



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002803

Payment Terms: N/A **Freight Terms:** N/A **Ship Via:** N/A **PCC:** E **PO Date:** 03/06/2024 **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: NATIONAL ASSOCIATION OF STATE WORKFORCE
STE 300
444 N CAPITOL ST NW
WASHINGTON DC 20001-1512
United States

Ship To: Texas Workforce Commission
1117 TRINITY ST
RM 424T
AUSTIN TX 78701-1919
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: 1520978073 000

Purchaser: Rubyna M Ochoa
Phone: (737) 295-0317
Fax:
Email: rubyna.ochoa@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

34 TEX. ADMIN. CODE § 20.82(b)(1); Competitive bidding is not required for purchases of \$10,000 or less.

Per [NASWA] corresponding Quote No. 9GNSRM7RN2M dated 02/20/24.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 01-30-24 (ATTACHMENT I) apply to this order.

Suzette Robinson is attending the 2024 NASWA AF Training General Admission 03/13/24-03/14/24

Delivery Terms: 15 Days ARO

Contract Manager-
Name: David Garza
Tel: +1 (512) 649-2840
E-mail: david.garza@twc.texas.gov

Vendor Contact-
Name: NASWA
Tel: unavailable
E-mail: accounting@naswa.org

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager listed above. 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 HUB Services.

Authorized Signature

Sonya Babley, CTCD, CTCM

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03/06/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2024 NASWA Administration & Finance Training for Suzette Robinson	13068	963/37	1.0000	UNT	\$500.00000	\$500.00	03/15/2024
							Schedule Total	\$500.00
					ReqID: 0000046249			
							Item Total for Line # 1	\$500.00

Total PO Amount \$500.00

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
 03/06/2024