



Procurement and Contracts
Business Unit # 320AD
Purchase Order # 24-0002895

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
N/A N/A N/A E 03/14/2024 DG Dispatch Via Print

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

Vendor: THE TSTC FOUNDATION
3801 CAMPUS DR
WACO TX 76705-1607
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: 1752892470 000

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

TWC Prefers Electronic Submission

PO Information:

***ADVANCED PAYMENT REQUIRED**

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

The TSTC Foundation -

This requisition is for the equipment and food for the Texas Rural Workforce Conference to be held at Texas State Technical College in Abilene on March 27th.

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 1/30/24 (ATTACHMENT 1) apply to this order.

TWC Contact Name: Nicole Rozas
E-mail: nicole.rozas@twc.texas.gov

Vendor Contact
Name: The TSTC Foundation
Tel: 254.867.3900
E-mail: tstcfoundation@tstc.edu
VIN: 1752892470

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 HUB Services.

Authorized Signature

Sonya Babley, CTCD, CTCM

Sonya Babley, CTCD, CTCM

03/14/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Chair rental	13068	972/28	1.0000	LOT	\$750.00000	\$750.00	03/14/2024	
							Schedule Total	<input type="text" value="\$750.00"/>	
					ReqID:				
					0000046479				
							Item Total for Line # 1	<input type="text" value="\$750.00"/>	
2-1	4X8 stage	13068	972/28	1.0000	LOT	\$198.00000	\$198.00	03/14/2024	
							Schedule Total	<input type="text" value="\$198.00"/>	
					ReqID:				
					0000046479				
							Item Total for Line # 2	<input type="text" value="\$198.00"/>	
3-1	Stage Skirt	13068	972/28	1.0000	LOT	\$90.00000	\$90.00	03/14/2024	
							Schedule Total	<input type="text" value="\$90.00"/>	
					ReqID:				
					0000046479				
							Item Total for Line # 3	<input type="text" value="\$90.00"/>	
4-1	Pipe and Drape	13068	972/28	1.0000	LOT	\$375.00000	\$375.00	03/14/2024	
							Schedule Total	<input type="text" value="\$375.00"/>	
					ReqID:				
					0000046479				
							Item Total for Line # 4	<input type="text" value="\$375.00"/>	

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Service Fee	13068	972/28	1.0000	LOT	\$113.04000	\$113.04	03/14/2024
							Schedule Total	\$113.04
							ReqID: 0000046479	
							Item Total for Line # 5	\$113.04
6-1	Delivery and Pickup Fee for Food	13068	972/28	1.0000	LOT	\$400.00000	\$400.00	03/14/2024
							Schedule Total	\$400.00
							ReqID: 0000046479	
							Item Total for Line # 6	\$400.00
7-1	Drinks and snacks	13068	972/28	1.0000	LOT	\$1,200.00000	\$1,200.00	03/14/2024
							Schedule Total	\$1,200.00
							ReqID: 0000046479	
							Item Total for Line # 7	\$1,200.00
8-1	Processing Fee	13068	972/28	1.0000	LOT	\$46.80000	\$46.80	03/14/2024
							Schedule Total	\$46.80
							ReqID: 0000046479	
							Item Total for Line # 8	\$46.80

Total PO Amount \$3,172.84

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

03/14/2024



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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

03/14/2024