



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0002524  
 Purchase Order Change Notice (# 1)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 02/07/2023    **PO End Date:**    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:** 06/07/2023

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

**Vendor:** GLENDA K CLARK  
 1701 S LAURENT ST  
 VICTORIA TX 77901-9400  
 United States

**Ship To:** Texas Workforce Commission  
 4405 SPRINGDALE RD  
 RM 504T  
 AUSTIN TX 78723  
 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:** 7010004177 000

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

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$10000 or Less

READER SERVICES FOR TWC EMPLOYEE URSULA ODOM

TWC POC: Angelica Ancira angelica.ancira@twc.texas.gov

Delegated Purchase \$10000 or Less

Delegated Purchase \$10000 or Less

Add funds to PO 23-0002524

Reader Services - Ursula Odom

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	READER SERVICES - URSULA ODOM	13060	961/46	160.0000	HR	\$10.00000	\$1,600.00	02/07/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,600.00"/>
					<b>ReqID:</b> 0000041043			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$1,600.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Reader Services - Ursula Odom	13060	961/46	480.0000	HR	\$10.00000	\$4,800.00	06/07/2023
							<b>Schedule Total</b>	<input type="text" value="\$4,800.00"/>
					<b>ReqID:</b> 0000042658			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$4,800.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**06/07/2023**



Procurement and Contracts  
Business Unit # 320AD  
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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.

**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

06/07/2023