



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 23-0002855

Page: 1 of 2

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 03/06/23 PO Method: MB 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 GOVERNMENT  
RECORDS ADMINISTRATORS (NAGARA)  
444 N CAPITOL ST NW STE 237  
WASHINGTON DC 20001-1594  
United States

Ship To: Texas Workforce Commission  
4405 SPRINGDALE RD  
AUSTIN TX 78723-6050  
United States

Vendor ID: 1141665466

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

Bill To: APPO@twc.texas.gov or  
Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

**PO Information:**

3722 - Art. IX, Sec. 8.07, SB 1, 87th Leg., R.S.  
WARRANT CHECK NEEDED

Invoice #23949

Delegated purchase \$10,000 or less

POC- Karina Sanchez  
(737) 249-0895  
karina.sanchez@twc.texas.gov

Membership provides access to current records information, laws, regulations, or research, which are relevant to the employee's work, and which would not otherwise be available to TWC in a timely manner.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	NAGARA International Membership RENEWAL (5 members)	924/16	1.0000	LOT	\$350.00000	\$350.00	04/30/2023

Schedule Total

ReqID:  
0000041377

Elida Arriaga- Director I- elida.arriaga@twc.texas.gov (membership administrator)  
Teresa Stevenson- Program Supervisor III- teresa.stevenson@twc.texas.gov  
Jacqueline Cox Correa- Records Analyst III- jacqueline.coxcorrea@twc.texas.gov  
Emily Hernandez- Records Analyst I- desirey.arriaga@twc.texas.gov  
Desirey Arriaga- Records Analyst I- emily.hernandez@twc.texas.gov"

Item Total for Line # 1

Total PO Amount

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

03/06/2023



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 23-0002855

Page: 2 of 2

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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

03/06/2023