



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003617

Payment Terms: N/A    Freight Terms: N/A    Ship Via: N/A    PCC: E    Date: 05/03/23    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: COMMISSION ON REHABILITATION COUNSELOR C  
 1699 E WOODFIELD RD STE 300  
 SCHAUMBURG IL 60173-4957  
 United States

Ship To: Texas Workforce Commission  
 4405 SPRINGDALE RD  
 RM 274M  
 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: 1363733179

Purchaser: Kelly A Hall  
 Phone: (737) 667-5150  
 Fax:  
 Email: kelly.hall@twc.texas.gov

TWC Prefers Electronic Submission

**PO Information:**

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

Advanced Payment Required - Vendor Requires Paper Check

Mail Check to: Commission on Rehabilitation Counselor Certification  
 1699 East Woodfield Road, Suite 300, Schaumburg, IL 60173

Invoice 339870 - Event description: 2023 Capacity-Building Regional Conference (Houston). Dates: September 12-13, 2023.  
 Invoice 340033 - Event description: 2023 Capacity-Building Regional Conference (Dallas) Dates: September 19-20, 2023.

TWC POC: Daniella Bocanegra / daniella.bocanegra@twc.texas.gov / +1 (512) 936-2614

Vendor: Commission on Rehabilitation Counselor Certification / (P) 847-944-1325 (F) 847-944-1346

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	CEU Session Fee (Provide CEU's @ Capacity Bldg Regional Conference-Dallas)	963/37	1.0000	LOT	\$15.00000	\$15.00	05/24/2023
						<b>Schedule Total</b>	<input type="text" value="\$15.00"/>
				<b>ReqID:</b>			
				0000042151			
						<b>Item Total for Line # 1</b>	<input type="text" value="\$15.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**05/03/2023**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0003617

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	CEU Session Fee (Provide CEU's @ Capacity Bldg Regional Conference- Houston)	963/37	1.0000	LOT	\$15.00000	\$15.00	05/24/2023
						<b>Schedule Total</b>	<input type="text" value="\$15.00"/>
				<b>ReqID:</b>			
				0000042150			
						<b>Item Total for Line # 2</b>	<input type="text" value="\$15.00"/>

**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  
**05/03/2023**