



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0004500

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** K    **PO Date:** 07/05/2023    **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:** ACCESSIBYTE LLC  
 PO BOX 633  
 FOREST PARK IL 60130-0633  
 United States

**Ship To:** Texas Workforce Commission  
 4241 WOODCOCK DR STE A105  
 SAN ANTONIO TX 78228  
 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:** 1811316362 000

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

**TWC Prefers Electronic Submission**

**PO Information:**

Quote # 061223-B-1

Delegated purchase \$10,000 or less

Delivery Contact for Any Electronic Shipments such as downloads, renewal notifications, software keys, maintenance agreements, etc., please email: IT.SoftwareAssetManagement@twc.texas.gov

TWC POC: Bertha Robles email: bertha.robles@twc.texas.gov TEAMS#: 210-960-1593

JUSTIFICATION STATEMENT: This program will be used by VRT's to enhance customer: (a). Communication skills via typing ability, the need for good typing skills has increased with the increase in remote work strategies as a main form of communication, job seeking, and job skills training; (b). Ability to participate in post-secondary education and training, job search, or job retention.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Annual License for Typio Tutor Software		209/64	1.0000	LOT	\$429.96000	\$429.96	07/19/2023
							<b>Schedule Total</b>	<input type="text" value="\$429.96"/>
						<b>ReqID:</b> 0000043121		
							<b>Item Total for Line # 1</b>	<input type="text" value="\$429.96"/>
							<b>Total PO Amount</b>	<input type="text" value="\$429.96"/>

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

**07/05/2023**



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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

**07/05/2023**