



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0000686

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 09/13/2023    **PO End Date:**    **PO Method:** RE    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** TEXAS APSE  
 2901 CABALLO RANCH BLVD STE 2A  
 CEDAR PARK TX 78641-4637  
**United States**

**Ship To:** Texas Workforce Commission  
 6400 E HIGHWAY 290  
 STE 201  
 AUSTIN TX 78723-1032  
 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:** 1463184413 000

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

**TWC Prefers Electronic Submission**

**PO Information:**

Advanced Payment Required

3722 - Art. IX, Sec. 8.07, GAA

The 1st Annual Texas APSE Conference Registration Fees

Employee Janine Bunke  
 Lynne Curran  
 Misty Greentree  
 Stephanie Dowbusz

Dates: October 2-4, 2023

Location: Grand Galvez Resort, Autograph Collection 2024 Seawall Blvd, Galveston, TX 77550 (409) 765-7721

Agency Contact: Melissa McKee / melissa.mckee@twc.texas.gov/ +1 (737) 301-1334

Vendor Contact Information: 832-477-6361 or email texasapsepd@gmail.com

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	1st Annual Texas APSE Conference will be held in Galveston on October 2-4, 2023. VR attendance has been approved [Stephanie Dowbusz █████]		963/64	1.0000	EA	\$150.00000	\$150.00	09/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$150.00"/>
						<b>ReqID:</b> 0000044320		
							<b>Item Total for Line # 1</b>	<input type="text" value="\$150.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**09/13/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	1st Annual Texas APSE Conference will be held in Galveston on October 2-4, 2023. VR attendance has been approved [Misty Greentree [REDACTED]]		963/64	1.0000	EA	\$150.00000	\$150.00	09/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$150.00"/>
							<b>ReqID:</b> 0000044320	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$150.00"/>
3-1	1st Annual Texas APSE Conference will be held in Galveston on October 2-4, 2023. VR attendance has been approved [Janine Bunke [REDACTED]]		963/64	1.0000	EA	\$150.00000	\$150.00	09/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$150.00"/>
							<b>ReqID:</b> 0000044320	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$150.00"/>
4-1	1st Annual Texas APSE Conference will be held in Galveston on October 2-4, 2023. VR attendance has been approved [Lynne Curran [REDACTED]]		963/64	1.0000	EA	\$150.00000	\$150.00	09/15/2023
							<b>Schedule Total</b>	<input type="text" value="\$150.00"/>
							<b>ReqID:</b> 0000044320	
							<b>Item Total for Line # 4</b>	<input type="text" value="\$150.00"/>
							<b>Total PO Amount</b>	<input type="text" value="\$600.00"/>

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  
09/13/2023



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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

**09/13/2023**