



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0000689  
Purchase Order Change Notice (# 3)

Page: 1 of 3

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:  
N/A N/A N/A E 09/13/2023 DG Dispatch Via Print 10/30/2023

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

Vendor: RYAN MCCOLLUM  
816 CAMARON ST STE 236  
SAN ANTONIO TX 78212-5127  
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: 7000075481 000

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

TWC Prefers Electronic Submission

**PO Information:**

ADD FUNDS TO PO 24-0000689 FOR ADDITIONAL HOURS. QUOTE AND APPROVAL ATTACHED.

State Employee Training Act. Texas Governmental Code. Sec. 656.048. The Governor has approved TWC's education/training policy.

As Per Ryan Mccollum Invoice 231001 Dated 10/1/2023 231017 Dated 10/17/2023 Quote Dated 10/18/2023

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 10/25/2023 (ATTACHMENT I) apply to this order.

Requestor  
Name: Angelica Ancira  
Email: angelica.ancira@twc.texas.gov  
Phone: +1 (512) 936-3702

Vendor Contact:  
POC: Ryan S. McCollum  
Phone: 210-385-6110  
Fax 210-733-5859  
Email ryanmac72@yahoo.com

Submit invoices via email to APPO@TWC.texas.gov and the Requestor listed above. PDF or Word Documents are only accepted. All Invoices must include reference to TWC Internal PO.

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing, or decreasing quantities or if the department needs dictate changes. All changes must be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Purchasing HUB Services.

POCN 1 to unlink Contract

POCN 3 To Add additional hours on line item 3 Funds increase in the amount of \$4,000.00

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

10/30/2023



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Michele Poncik [REDACTED] R3 Sept		924/86	21.5000	HR	\$100.00000	\$2,150.00	09/13/2023
							Schedule Total	\$2,150.00
							ReqID:	0000044426
							Item Total for Line # 1	\$2,150.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Michele Poncik [REDACTED] R3 October		924/86	18.5000	HR	\$100.00000	\$1,850.00	09/15/2023
							Schedule Total	\$1,850.00
							ReqID:	0000044426
							Item Total for Line # 2	\$1,850.00
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	AT TRAINING - Michele Poncik [REDACTED] R3		924/86	40.0000	HR	\$100.00000	\$4,000.00	10/30/2023
							Schedule Total	\$4,000.00
							ReqID:	0000045057
							Item Total for Line # 3	\$4,000.00

Total PO Amount \$8,000.00

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.

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

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Authorized Signature

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10/30/2023