



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0000836

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **PO Date:** 09/21/2023    **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:** THE ASSOCIATION FOR TITLE IX  
DBA ATIXA  
PO BOX 735281  
CHICAGO IL 60673-5281  
**United States**

**Ship To:** Texas Workforce Commission  
4405 SPRINGDALE RD  
RM 504T  
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:** 1452177373 002

**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, GAA

Per ATIXA corresponding Invoice 29669 dated 09/14/2023

By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 ( ATTACHMENT I) apply to this order.

Please make cheques payable to ATIXA (EIN 45-2177373)  
Remit Payment to: P.O. Box 735281, Chicago, IL 60673-5281

Requestor-  
Name: Iffat Kazmi  
Tel: +1 (512) 936-3705  
E-mail: iffat.kazmi@twc.texas.gov

Vendor Contact-  
Name: ATIXA Customer Service  
Tel: 610-644-7858.  
Email: accounting@tngconsulting.com

Submit invoices via email to APPO@TWC.texas.gov and the Contract Manager 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."

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**09/21/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Aimee Snow, EID [REDACTED], ATIXA Conference Rates and Training - October 7- 11, 2023		963/37	1.0000	EA	\$475.15000	\$475.15	09/30/2023	
							<b>Schedule Total</b>	\$475.15	
							<b>ReqID:</b> 0000044568		
Registration Fee for Aimee Snow to attend the 12th Annual ATIXA conference from Oct. 7-11, 2023.								<b>Item Total for Line # 1</b>	\$475.15
2-1	Cost of Training for Aimee Snow, EID [REDACTED] to attend at the ATIXA Conf.		963/37	1.0000	EA	\$1,521.50000	\$1,521.50	09/30/2023	
							<b>Schedule Total</b>	\$1,521.50	
							<b>ReqID:</b> 0000044568		
Item Total for Line # 2								\$1,521.50	
3-1	Erin Humphreys, EID [REDACTED] 12th Annual ATIXA Conference, Oct. 7-11, 2023		963/37	1.0000	EA	\$475.15000	\$475.15	09/30/2023	
							<b>Schedule Total</b>	\$475.15	
							<b>ReqID:</b> 0000044568		
Item Total for Line # 3								\$475.15	
4-1	Erin Humphreys, EID [REDACTED] to attend Training at the 12th Annual Conference, Oct. 7-11, 2023		963/37	1.0000	EA	\$1,521.50000	\$1,521.50	09/30/2023	
							<b>Schedule Total</b>	\$1,521.50	
							<b>ReqID:</b> 0000044568		
Item Total for Line # 4								\$1,521.50	

**Total PO Amount** \$3,993.30

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

09/21/2023



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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

**09/21/2023**