



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0001061

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** D    **PO Date:** 10/09/2023    **PO End Date:**    **PO Method:** IT    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** TEKGRATION LLC  
 539 W COMMERCE ST # 757  
 DALLAS TX 75208-1953  
**United States**

**Ship To:** Texas Workforce Commission  
 2810 E MLK JR BLVD  
 AUSTIN TX 78702-1544  
 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:** 1832002617 001

**Purchaser:** Gregory Kolz  
**Phone:** (737) 400-5673  
**Fax:**  
**Email:** gregory.kolz@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Per [Tekgration] corresponding Quote No. 855 dated 10/05/2023.  
 By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions Revised 05/12/2023 (ATTACHMENT I) apply to this order.

Delivery Terms: 7-14 days ARO Printer ETA 10/30

This purchase is according to Delegated AIS not on DIR contract per 34 Texas Administrative Code § 20.391.

State Agencies are granted an exemption from the statutory requirement to purchase IT commodities through a DIR contract for procurements not to exceed \$10,000

TWC Contact:  
 Name: Josephine Valenzuela  
 Tel: 512-936-3744  
 E-mail: josephine.valenzuela@twc.texas.gov

Vendor Contact:  
 Name: Staci Beane  
 Tel: 210-729-9339  
 E-mail: staci.beane@tekgration.com

Submit invoices via email to APPO@twc.texas.gov and the TWC Contact listed above. PDF or Word Documents only are 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 Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**10/09/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Canon CanoScan LiDE 400 Color Flatbed Scanner		204/88	1.0000	EA	\$105.99000	\$105.99	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$105.99"/>
					<b>ReqID:</b> 0000044740			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$105.99"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Lexmark MS 431dn Laser Monochrome Printer		204/77	1.0000	EA	\$267.81000	\$267.81	10/31/2023
							<b>Schedule Total</b>	<input type="text" value="\$267.81"/>
					<b>ReqID:</b> 0000044740			
							<b>Item Total for Line # 2</b>	<input type="text" value="\$267.81"/>
							<b>Total PO Amount</b>	<input type="text" value="\$373.80"/>

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  
 10/09/2023