



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 24-0001466  
 Purchase Order Change Notice (# 2)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** Q    **PO Date:** 11/03/2023    **PO End Date:**    **PO Method:** IB    **Dispatch:** Dispatch Via Print    **Rev Dt:** 12/08/2023

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

**Vendor:** SBCO-BREI AUSTIN OPERATING COMPANY LLC  
 DBA EMBASSY SUITES AUSTIN CENTRAL  
 5901 N INTERSTATE 35  
 AUSTIN TX 78723-1729  
 United States

**Ship To:** 2501-4007  
 4405 SPRINGDALE RD  
 RM 504T  
 AUSTIN TX 78723  
 United States

**Ship To Attention:** Angelica Ancira  
**Bill To:** 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1473807854 003

**Purchaser:** Delight K Dehorty  
**Phone:** (737) 249-0658  
**Fax:**

512/936-3299

**Email:** delight.dehorty@twc.texas.gov

**Bill To Email:** APPO@twc.texas.gov

**PO Information:**

Per Embassy Suites Austin Central corresponding Service Agreement dated 07/24/23.  
 By acceptance of this purchase order, Vendor agrees that only TWC Standard Terms Conditions, Rev. 10/25/2023 apply to this order. Standard manufacturing warranty applies to this order.

This purchase is according to Delegated purchases of services between \$10,000.01 and \$25,000 per 34 Texas Administrative Code § 20.82.

**Requester Contact:**  
 Name: Angelica Ancira  
 Tel:  
 E-mail: angelica.ancira@twc.texas.gov

**Conference and Planning Contact:**  
 Name: Alberto Alvarado  
 Email: alberto.alvarado@twc.texas.gov

**Vendor Contact:**  
 Name: Jenny Liang  
 Name: Robin Beadles  
 Tel: 512-519-0464  
 E-mail: jenny.liang@hilton.com  
 E-mail: robin.beadles@hilton.com

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

VR/University Collaborative Forum  
 November 11/08/2023-11/09/2023

POCN1 to add funds to cover invoice - Dehorty 11/29/23  
 POCN2 to add line 10 for additional city tax for invoice - Dehorty 12/08/23

**Authorized Signature**

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

**12/08/2023**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Direct Billed Lodging for TWC Employees	13060	971/30	1.0000	LOT	\$10,850.00000	\$10,850.00	11/03/2023
							<b>Schedule Total</b>	<input type="text" value="\$10,850.00"/>
						<b>ReqID:</b> 0000045039		
							<b>Item Total for Line # 1</b>	<input type="text" value="\$10,850.00"/>
2-1	Audio Rental	13060	985/12	1.0000	LOT	\$1,000.00000	\$1,000.00	11/03/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,000.00"/>
						<b>ReqID:</b> 0000045039		
							<b>Item Total for Line # 2</b>	<input type="text" value="\$1,000.00"/>
3-1	Visual Rental	13060	985/12	1.0000	LOT	\$1,000.00000	\$1,000.00	11/03/2023
							<b>Schedule Total</b>	<input type="text" value="\$1,000.00"/>
						<b>ReqID:</b> 0000045039		
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1,000.00"/>
4-1	Meeting Room Rental	13060	971/65	1.0000	LOT	\$3,400.00000	\$3,400.00	11/03/2023
							<b>Schedule Total</b>	<input type="text" value="\$3,400.00"/>
						<b>ReqID:</b> 0000045039		
							<b>Item Total for Line # 4</b>	<input type="text" value="\$3,400.00"/>

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Lodging State Tax	13060	971/30	1.0000	LOT	\$600.00000	\$600.00	11/03/2023
							<b>Schedule Total</b>	\$600.00
							<b>ReqID:</b> 0000045039	
							<b>Item Total for Line # 5</b>	\$600.00
6-1	Lodging City Tax	13060	971/30	1.0000	LOT	\$600.00000	\$600.00	11/03/2023
							<b>Schedule Total</b>	\$600.00
							<b>ReqID:</b> 0000045039	
							<b>Item Total for Line # 6</b>	\$600.00
7-1	Meeting Room Rental additional funds	13060	971/65	1.0000	LOT	\$504.00000	\$504.00	11/29/2023
							<b>Schedule Total</b>	\$504.00
							<b>ReqID:</b> 0000045370	
							<b>Item Total for Line # 7</b>	\$504.00
8-1	Meeting Room Rental Tax	13060	971/30	1.0000	LOT	\$192.00000	\$192.00	11/29/2023
							<b>Schedule Total</b>	\$192.00
							<b>ReqID:</b> 0000045370	
							<b>Item Total for Line # 8</b>	\$192.00

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
9-1	AV Rental	13060	985/12	1.0000	LOT	\$2,312.70000	\$2,312.70	11/29/2023
							<b>Schedule Total</b>	\$2,312.70
							<b>ReqID:</b>	
							0000045370	
							<b>Item Total for Line # 9</b>	\$2,312.70
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
10-1	City Tax Lodging	13060	971/30	1.0000	LOT	\$116.10000	\$116.10	12/08/2023
							<b>Schedule Total</b>	\$116.10
							<b>ReqID:</b>	
							0000045401	
							<b>Item Total for Line # 10</b>	\$116.10

**Total PO Amount** \$20,574.80

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  
 12/08/2023