



# Purchase Order

## PO No. 24040096

Order Date: 11/20/2023

Internal Tracking No.: PR 45222 PO 24-0001672

**Contractor Info**

WorkQuest, Inc.  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**Bill To**

101 EAST 15TH ST., RM 446  
Accts Payable: APPO@twc.state.tx.us  
AUSTIN TX 78778

**Ship To**

Texas Workforce Commission  
3800 PALUXY DR, STE 325  
Elta Coates  
TYLER TX 75703

**NOTE TO CONTRACTOR:** Deliver To:

Etta Coates  
etta.coates@twc.texas.gov

**Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**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 in 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, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Workforce Commission - 320	MaryLou Ochoa	marylou.ochoa@twc.texas.gov	

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	48540	48540030110	<b>Microban Disinfecting and Multi Purpose Spray, 6/32 oz/cs, Freight Included.</b> Contract: 485-S1 Contract Type: Term Delivery ARO (days): 12 Delivery Date: 12/4/2023 MPN: PG30110 Manufacturer Name: Proctor & Gamble	2	CASE	37.16	\$74.32



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	64521	64521411714	<b>Paper, Bond, Recycled, White, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included. Qty Price breaks at 3, 7, 40, 41, 121, 500, and 800 cases.</b> Contract: 645-S1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 12/11/2023 Manufacturer Name: Skilcraft	6	CRTN	73.55	\$441.30
3	62090	6209036	<b>Highlighter, Pen Style, Yellow, Chisel Tip, 12/Pkg, Plus Freight Order Less Than \$25</b> Contract: 620-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 12/4/2023	4	PKG	6.14	\$24.56
4	61562	61562500001	<b>Legal Pad, White, 8-1/2" X 11-3/4"; Freight is included.</b> Contract: 615-S1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 12/4/2023 MPN: 00598 Manufacturer Name: Bazic	72	EACH	2.01	\$144.72
5	62080	62080171002	<b>Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25</b> Attribute 1: Fine Black 62080171002 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 11/30/2023	4	DOZ	6.06	\$24.24
6	62080	62080171002	<b>Pen, Ballpoint, Retractable, Soft Grip, Rocket EZ, Plus Freight Order Less Than \$25</b> Attribute 1: Fine Blue 62080171507 Contract: 620-S1 Contract Type: Term Delivery ARO (days): 10 Delivery Date: 11/30/2023	4	DOZ	6.06	\$24.24

**Total \$733.38**