



Procurement and Contracts  
Business Unit # 320AD  
Purchase Order # 24-0002147

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** I    **PO Date:** 01/12/2024    **PO End Date:**    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** UNITED TRAINING COMMERCIAL LLC  
PO BOX 679244  
DALLAS TX 75267-9244  
**United States**

**Ship To:** Texas Workforce Commission  
101 E 15TH ST  
RM 0316  
AUSTIN TX 78778-0001  
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:** 1851290191 008

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

**TWC Prefers Electronic Submission**

**PO Information:**

"This purchase order is in accordance with Department of Information Resource Master Contract, DIR-CPO-5047, which expires on 06/14/27. The attached TWC Standard Terms and Conditions, Rev 10/25/2023 ( ATTACHMENT I) apply to this PO when not in conflict to those as stated in The Department of Information Resource Master Contract and will govern the issuance of a TWC Purchase order.

This purchase is according to Texas Government Code § 2157.068 Purchase of Automated Information Systems (products or services).

AIS PURCHASES USING DIR CONTRACTS : TX GOVT CODE § 2157 - PURCHASE OF AUTOMATED INFORMATION SYSTEMS

Reference United Training corresponding Quote No. 12182023

**Contract Manager:**  
Name: Linda Martin  
Tel: +1 (737) 270-8097  
E-mail: linda.martin@twc.texas.gov

**Vendor Contact:**  
Name: Brenda Carnes  
Tel: 737-787-5440  
E-mail: Brenda.Carnes@unitedtraining.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.

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**01/12/2024**



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:	
1-1	Registration Fee for Herman (Ludwig) Robertson [28374] to attend Planning and Designing Databases on AWS virtual training on March 19-21, 2024.	13069	963/64	1.0000	EA	\$1,938.18000	\$1,938.18	01/12/2024	
							<b>Schedule Total</b>	<input type="text" value="\$1,938.18"/>	
							<b>ReqID:</b> 0000045777		
For: Herman (Ludwig) Robertson [28374] Dates: March 19-21, 2024 Location: Virtual Attendee is already registered for the class. See attached quote from United Training.								<b>Item Total for Line # 1</b>	<input type="text" value="\$1,938.18"/>

**Total PO Amount**

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 Babley, CTCD, CTCM*  
Sonya Babley, CTCD, CTCM  
**01/12/2024**