



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0000047  
 Purchase Order Change Notice (# 1)

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** A    **PO Date:** 09/01/2022    **PO End Date:** 08/31/2023    **PO Method:** AT    **Dispatch:** Dispatch Via Print    **Rev Dt:** 08/02/2023

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

**Vendor:** PITNEY BOWES GLOBAL FINANCIAL SERVICES  
 PITNEY BOWES GLOBAL FINANCIAL SERVICES  
 PO BOX 371887  
 PITTSBURGH PA 15250-7887  
 United States

**Ship To:** Texas Workforce Commission  
 1359 LOMALAND DR  
 STE 300  
 EL PASO TX 79935-5201  
 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:** 1060495050 059

**Purchaser:** Michael Kagan  
**Phone:** (737) 400-5664  
**Fax:**  
**Email:** michael.kagan@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

POCN 1 added line # 2

Increase PO# 23-0000047 Pitney Bowes, Need increase to pay current invoice of \$463.50- \$77.65(current amt on PO) = \$385.85 and an addtl \$154.50 for next month total \$540.35  
 SendPro C Auto Serial # 6088220

Delegated Purchase \$10000 or Less

Contract 3123ADM021  
 Term: 09/01/2022 - 08/31/2023

**Ship to Comments:**

TWC POC: Monica Macedo, monica.macedo@twc.texas.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	EP- DM400Cmach/meter/scale (Sep- Aug)		985/54	1.0000	LOT	\$1,854.00000	\$1,854.00	07/20/2022
							<b>Schedule Total</b>	<input type="text" value="\$1,854.00"/>
<b>Contract ID:</b> 3123ADM021					<b>ReqID:</b> 0000037471			
							<b>Item Total for Line # 1</b>	<input type="text" value="\$1,854.00"/>

Authorized Signature

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**08/02/2023**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0000047  
 Purchase Order Change Notice (# 1)

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Pitney Bowes-Increase PO#23-0000047		985/54	1.0000	LOT	\$540.35000	\$540.35	08/02/2023
							<b>Schedule Total</b>	\$540.35
							<b>ReqID:</b> 0000043996	
							<b>Item Total for Line # 2</b>	\$540.35
							<b>Total PO Amount</b>	\$2,394.35

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  
 08/02/2023