



Procurement and Contracts
 Business Unit # 320AD
 Purchase Order # 23-0002876

Payment Terms: N/A Freight Terms: N/A Ship Via: N/A PCC: E Date: 03/07/23 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: LONGHORN OFFICE PRODUCTS INC
 2210 DENTON DR STE 109
 AUSTIN TX 78758
 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: 1742918255

Purchaser: Delight K Dehorty
 Phone: (737) 249-0658
 Fax:
 Email: delight.dehorty@twc.texas.gov

TWC Prefers Electronic Submission

PO Information:

Delegated Purchase \$10000 or Less

Invoice #7238-0

Shredders for work at home hearing officers for protection of PII

TWC POC:
 Debbie Guerrero
 debbie.guerrero@twc.texas.gov
 512-936-4154

Ship to Comments:

ITEMS BEING SHIPPED TO MULTIPLE ADDRESSES

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	SHREDDER-U LOP 10 SHEET CROSS CUT	700/71	50.0000	EA	\$49.99000	\$2,499.50	03/21/2023

Schedule Total

ReqID:
0000041395

Item Total for Line # 1

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.

Authorized Signature

Sonya Bebley, CTCD, CTCM

Sonya Bebley, CTCD, CTCM

03/07/2023



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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

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