

# Department of State Health Services

## Purchase Order

Dispatch via Print

<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Prepaid & Allow	<b>Ship Via</b> BEST WAY	<b>Purchase Order</b> <b>HHSTX-1-0000244378</b>
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			<b>Date</b> 10/09/20
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 6694 - Austin:1111 W North Loop HEALTH & HUMAN SERVICES COMMISSION 1111 W North Loop Austin TX 78756 United States
			<b>Page</b> 1

**Vendor:** 3307307307 5  
SECRETARY OF STATE  
PO BOX 13824  
AUSTIN TX 787113824  
United States

**Bill To:** Invoice-DSHS Fiscal Claims  
DEPARTMENT OF STATE HEALTH SERVICES  
1100 W 49th St  
PO Box 149347  
Austin TX 78756  
United States

**Fax:** 512/458-7442  
**Email:** invoices@dshs.state.tx.us

**Purchaser:** Gomez, Hadassah-Natalia

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY21 funding  
EX/0- TGC 771 Interagency Cooperation Act

Applicant: Ida Cavazos

Attached Terms and Conditions apply to this Purchase Order

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods actually ordered and received by the agency. Any funds not utilized by 08-31-2021 are automatically canceled.

Vendor contact  
Secretary of State  
VID 3307307307  
Notary Public Unit  
Phone: 512-463-5705  
Email: notary@sos.texas.gov

Facility contact  
Elena Rodriguez  
Phone: 512-206-5614  
Email: ElenaO.Rodriguez@dshs.texas.gov  
Ida Cavazos  
Phone: 737-255-4334  
Email: Ida.Cavazos@dshs.texas.gov

PCS contact  
Hadassah Gomez  
Phone: 512-406-2466  
Email: Hadassah.Gomez@hhs.texas.gov

1-1	Texas Notary Public Commission Renewal Application	963-24	1.00	EA	11.00000	\$11.00	10/09/2020
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**Schedule Total** \_\_\_\_\_ \$11.00  
**Item Total for Line 1** \_\_\_\_\_ \$11.00

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**Total PO Amount** \$11.00

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

**Authorized By**

*Hadassah Gomez, CTCO*

**10/09/2020**