

# Health and Human Services Commission

## 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-3-0000303866</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> 10/31/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5605 - Wichita Falls:6515 Kemp Blv DEPARTMENT OF STATE HEALTH SERVICES 6515 Kemp Blvd PO Box 300 Wichita Falls TX 76308 United States

**Vendor:** 1263499518 2  
MONO MACHINES LLC  
DBA SUPPLY CHIMP  
228 PARK AVE S # 36842  
NEW YORK NY 10003-1502  
United States

**Bill To:** NTSH - Wichita Falls Whse  
HEALTH & HUMAN SERVICES COMMISSION  
6515 Kemp Blvd  
PO Box 300  
Wichita Falls TX 76308  
United States

**Fax:** 979/277-1868  
**Email:** Stacy.Ward@hhs.texas.gov

**Purchaser:** Connell,Ron Lee

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23 General Goods

TXMAS-19-7502  
CP/X

Requisition #: HHSTX-3-0000210718  
Texas Smart Buy PO - 23028281

Requester: Tonya Owen  
Phone #: 940-689-5573  
Email: tonya.owen@hhs.texas.gov

Ship to Attn: Tonya Owen, 940-689-5573, tonya.owen@hhs.texas.gov, Admin Bldg 504 WF Campus, Room 141

Purchaser Name: Ron Connell  
Phone #: 512-406-2666  
Email: ron.connell@hhs.texas.gov

Vendor Name: MONO MACHINES DBA SUPPLY CHIMP  
Contact: CHRIS MCPHERSON  
Phone #: 800-592-1306  
Email: HELPME@SUPPLYCHIMP.COM

Goods and/or services are to be delivered and invoiced after September 1, 2022.

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature CPA Procurement Manual, and may be cancelled at any time in whole or part without penalty.

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Invoicing and Payment: The invoice shall contain all the following in order to be considered for payment: PO number referenced, a unique invoice number, invoice date, and the total invoice amount. Each invoice shall also have an attached copy of the bill in order to be paid. Mail all original invoices to the BILL TO ADDRESS ON PO. Payment terms are net thirty days (30) unless a discount has been offered. Facility is not responsible for failure by the vendor to properly invoice which may delay payment processing.

1-1	Double Docket Ruled Pads  Narrow Rule  Letter  Canary  6 100 -TOP63376 - 39939	615-62	6.00	PCK	55.29000	\$331.74	11/01/2022
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**Purchaser:** Connell,Ron Lee

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<b>Schedule Total</b>						\$331.74	
<b>Item Total for Line 1</b>						\$331.74	
2-1	Prism Plus Colored Legal Pads 8 12 X 11 34 Pastels 50 Sheets 6 Padspack - TOP63116 -39930	615-62	4.00	PCK	28.06000	\$112.24	11/01/2022
<b>Schedule Total</b>						\$112.24	
<b>Item Total for Line 2</b>						\$112.24	
3-1	Mouse Pad W/Wrist Rest, Nonskid Back, 8 X 9-1/4, Silver - 21545 -FEL9175801	204-68	6.00	EA	13.79000	\$82.74	11/01/2022
<b>Schedule Total</b>						\$82.74	
<b>Item Total for Line 3</b>						\$82.74	
4-1	Gel Mouse Pad W-Wrist Rest, Nonskid Base, 8-1-4 X 9-5-8, Black 26417 - IVR51450	204-68	6.00	EA	20.90000	\$125.40	11/01/2022
<b>Schedule Total</b>						\$125.40	
<b>Item Total for Line 4</b>						\$125.40	
5-1	Col-Erase Pencil W-Eraser  Carmine Red Lead-Barrel  Dozen -SAN20045 -36770	620-20	2.00	DOZ	9.21000	\$18.42	11/01/2023
<b>Schedule Total</b>						\$18.42	
<b>Item Total for Line 5</b>						\$18.42	
6-1	Kantek Ktkms760 Monitor Riser - KTKMS760 -111101	615-33	6.00	EA	41.86000	\$251.16	11/01/2022

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Schedule Total                      \$251.16

Item Total for Line 6                      \$251.16

Total PO Amount                      \$921.70

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**



**10/31/2022**