

# 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-3-0000304461</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> 11/07/22
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 2794 - San Antonio:11307 Roszell HEALTH & HUMAN SERVICES COMMISSION 11307 Roszell PO Box 23990 San Antonio TX 78217 United States
			<b>Page</b> 1

**Vendor:** 1741976051 1  
WORKQUEST  
1011 E 53RD 1/2 ST  
AUSTIN TX 787511703  
United States

**Bill To:** Invoice-HHSC Accounting  
HEALTH & HUMAN SERVICES COMMISSION  
4601 W Guadalupe St  
Austin TX 78751  
United States

**Fax:** 512/424-6901  
**Email:** HHSC\_AP@hpsc.state.tx.us

**Purchaser:** Reese, Travis

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

Procurement Type: EX / 0  
Requisition: 0000210978

Agency Contact:  
Name: Veronica L Patron  
Phone: (210) 619-8149  
Email: veronica.patron@hhs.texas.gov

Purchaser Information:  
Name: Travis Reese  
Phone: (832) 212-9330  
Email: travis.reese@hhs.texas.gov

Vendor: Workquest  
Vendor Contact: Customer Service  
Vendor Phone: (512) 451-8145  
Email: smartbuy@workquest.com

Contract#: 615-S1

TxSmartbuy PO#: 23029438

Include P.O. Number on packing Slips, Cartons, Packages, Bundles, ETC.

Freight: F.O.B. Destination Freight Prepaid Allowed  
Terms: Net 30

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

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1-1	Monthly Appointment Planner 8 7/8 X 11 1/4 December 2022 thru January 2024	615-15	125.00	EA	14.65000	\$1,831.25	12/31/2022
<b>Schedule Total</b>						\$1,831.25	
<b>Item Total for Line 1</b>						\$1,831.25	
2-1	Calendar, Desk Pad 22 X 17 December 2022 thru January 2024	615-19	15.00	EA	8.49000	\$127.35	12/31/2022
<b>Schedule Total</b>						\$127.35	
<b>Item Total for Line 2</b>						\$127.35	
3-1	SHIPPING	962-86	1.00	EA	1.00000	\$1.00	12/31/2022
<b>Schedule Total</b>						\$1.00	
<b>Item Total for Line 3</b>						\$1.00	
<b>Total PO Amount</b>						\$1,959.60	

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.

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**Authorized By**

*Travis Reese*, CTCP, CTCM

11/07/2022