

# 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-3-0000308862</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> 01/24/23
<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> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

**Vendor:** 1453328644 0  
AMAZON CAPITAL SERVICES INC  
PO BOX 35184  
SEATTLE WA 981245185  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@hhs.texas.gov

**Purchaser:** Omisore,Oluwaseyi Samue 512/776-4242

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

EMAIL INVOICES TO 718Accounting@hhs.texas.gov

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 5 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday Friday except designated State Holidays

AGENCY CONTACT:  
Toni Booker  
903-683-7571 toni.booker@hhs.texas.gov  
Jerry McClure  
903-683-7621 jerry.mcclure@hhs.texas.gov

Ship to Attn: Toni Booker  
Warehouse: Please deliver to bldg. 614/504

HHSC BUYER:  
Oluwaseyi Omisore, CTCD, CTCM  
512-776-4242 Oluwaseyi.Omisore@hhs.texas.gov

VENDOR: Amazon Capital Services  
Customer Service  
888-280-4331 866-216-1075 ar-businessworkbench@amazon.com

QUOTE#: Price from vendor website

PURCHASING METHOD: SP/E

Not to Exceed \$10,000.00

REQUIREMENTS/LIMITATIONS:

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

Requisition 0000216626

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Office Depots Manila A to Z File Guides, Letter Size, Manila, Pack of 25 144375OD, Item#: B07GZQYNM3	615-47	4.00	PCK	14.99000	\$59.96	02/09/2023
<b>Schedule Total</b>						\$59.96	
<b>Item Total for Line 1</b>						\$59.96	
2-1	Delifox 8-Tier Paper Letter Tray Organizer for Desk, Mesh File Holder Organization Document Storage for School Office Home, Item#: B08R1DTPYK	615-37	4.00	EA	34.50000	\$138.00	02/09/2023
<b>Schedule Total</b>						\$138.00	
<b>Item Total for Line 2</b>						\$138.00	
<b>Total PO Amount</b>						\$197.96	

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

*Oluwaseyi Omisore CTCD CTEM*

02/02/2023