

# 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-3-0000316661</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> 05/08/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 2 - 5/9/2023
			<b>Page</b> 1
			<b>Ship To:</b> 3135 - Tyler:302 E Rieck Rd HEALTH & HUMAN SERVICES COMMISSION 302 E Rieck Rd Tyler TX 75703 United States

**Vendor:** 3696696696 6  
TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PO BOX 4015  
HUNTSVILLE TX 77342-4015  
United States

**Bill To:** Invoice-HHSC; Region 04 Headqu  
HEALTH & HUMAN SERVICES COMMISSION  
302 E Rieck Rd  
Tyler TX 75703  
United States

**Fax:** 903 534 8487  
**Email:** paula.thurman@hhsc.state.tx.us

**Purchaser:** Alexander, Leslie L 512/406-2424

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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Please follow the Texas Comptroller's Invoicing standards as seen below.  
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.  
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.  
The invoice should include, but is not limited to including:  
(1) the contractor's mailing and e-mail (if applicable) address;  
(2) the contractor's telephone number;  
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;  
(4) the state agency's name, agency number, delivery address;  
(5) the state agency's purchase order number, if applicable;  
(6) the contract number or other reference number, if applicable;  
(7) a valid Texas identification number (TIN) issued by the Comptroller;  
(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;  
(9) unit numbers corresponding to the amount of the invoice;  
(10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;  
(11) other relevant information supporting and explaining the payment requested.

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FY23 Purchase

Procurement Type: EX/0

Requisition #: 0000230880

INVOICING - Email invoices

See above for SHIP TO ADDRESS ON PO

Agency Delivery Contact:  
Name: Paula Thurman / 903-509-5104  
Email: Paula.Thurman@hhs.texas.gov

HHSC terms and conditions attached

Purchaser Information:  
HHSC Purchasing:  
Contact Name: Leslie Alexander  
Contact Phone: 512-406-2424  
Fax: 512-406-2695  
Email: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:  
Contractor: TCI  
Contact Name: Customer Service

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Email: tci@tdcj.texas.gov  
Phone: (936) 437-6048

RAMSEY Quote #: QO11943 / Date: 04/10/2023

Freight Terms are FOB Destination Prepaid and Allowed/Add  
Terms: Net 30

1-1	Chairs to be picked up from 302 E. Rieck Rd. Tyler, TX. 75703 and be reupholstered and re-stained. Chair, Conference Room (refurbish & Reupholster), Upholstery to be done in SHIRE SAGE Item #425-99-Chair (QO11943A001) Stain to be DARK WALNUT	425-07	16.00	EA	240.00000	\$3,840.00	07/10/2023
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<b>Schedule Total</b>	\$3,840.00
<b>Item Total for Line 1</b>	\$3,840.00
<b>Total PO Amount</b>	\$3,840.00

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.

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Authorized By

*Leslie Akintola, CFP*

05/09/2023