

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000316979
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.			Date 05/10/23
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision 2 - 5/10/2023
			Page 1
			Ship To: 3137 - Tyler:3303 Mineola Hwy HEALTH & HUMAN SERVICES COMMISSION 3303 Mineola Hwy PO Box 5200 Tyler TX 75702 United States

Vendor: 1391837105 8
4IMPRINT INC
25303 NETWORK PL
CHICAGO IL 606731253
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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NOTE: SEND INVOICES TO: reg04_admin_services@hhs.texas.gov

- 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.

FY23 Purchase

Procurement Type: SP/E

Requisition #: 0000231500

INVOICING - See above for Bill to Information

See above for SHIP TO ADDRESS ON PO

AGENCY CONTACT:
Name: Paula Thurman / 903-509-5104
Email: Paula.Thurman@hhs.texas.gov

HHSC terms and conditions attached

Purchaser Information:
Name: Leslie Alexander
Phone #: 512-406-2424
Email Address: Leslie.Alexander@hhs.texas.gov

VENDOR INFORMATION:
Vendor Name: 4 Imprint

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Contact: Laura Schmitz
Phone: 877-446-7746 x8519
Email: lschmitz@4imprint.com

Quote #: 24841458/ Expires: 05/12/2023

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

1-1	Silk touch Sport Shirt-Men's- Embroidered,Item #7540-M-E,1-XL Black,1-XL Burgundy,1-XL Clover Green,1-XL Maui Blue,1-XL Steel Gray,1-XL Strong Blue,1-XXXL Black,1-XXXLBurgundy,1-XXXL Clover Green,1-XXXL Maui Blue,1- XXXL Steel Gray,1-XXXL Strong Blue	200-85	12.00	EA	24.25000	\$291.00	05/17/2023
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Schedule Total \$291.00

Item Total for Line 1 \$291.00

2-1	Freight	962-86	1.00	LOT	10.66000	\$10.66	05/17/2023
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Schedule Total \$10.66

Item Total for Line 2 \$10.66

Total PO Amount \$301.66

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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



05/10/2023