

# 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-3-0000318614</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> 05/31/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 5/31/2023
			<b>Page</b> 1
			<b>Ship To:</b> 4551 - Austin:4301 N Lamar Blvd HEALTH & HUMAN SERVICES COMMISSION 4301 N Lamar Blvd Austin TX 78751 United States

**Vendor:** 3307307307 5  
SECRETARY OF STATE  
PO BOX 13824  
AUSTIN TX 787113824  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
4001 Highway 36 South  
Brenham TX 77833  
United States

**Fax:** 979/277-1865  
**Email:** 712Accounting@hhs.texas.gov

**Purchaser:** Naiser, Tori

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

EX/0 TGC 771 INTERAGENCY CONTRACTS

Requisition 0000234129  
PO Service Dates 05/31/2023 to 08-31-2023

This purchase order is contingent upon the continued availability of lawful appropriations by the Texas Legislature and may be canceled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods/services or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those goods and/or services ordered and received by the agency. Any funds not utilized by 08-31-2023 are automatically canceled.

\*\* VENDORS SEND INVOICES VIA EMAIL TO \*\* 712Accounting@hhsc.state.tx.us

**Vendor:**  
Vendor Name: Secretary of State  
Vendor Phone: 512-463-5705  
Vendor Email: notary@sos.texas.gov

**Requester:**  
Lead Contact (Program SME) Name: Gabriele Dangerfield  
Lead Contact Email: Gabriele.Dangerfield@hhs.texas.gov  
Lead Contact Phone: 512-419-2663

**PCS contact**  
Tori Naiser  
512-971-8263  
Tori.Naiser@hhs.texas.gov

1-1	FY23-Services, Renewal Application for Roberta Schmitz, Notary - No Bond.	946-67	1.00	EA	11.00000	\$11.00	05/31/2023
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**Schedule Total**                     \$11.00

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Application is attached.

**Item Total for Line 1** \$11.00

**Total PO Amount** \$11.00

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.

<b>Authorized By</b> 	<b>05/31/2023</b>
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