

# 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-3-0000325305</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> 08/10/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 2077 - Austin:909 W 45th St (DHB) HEALTH & HUMAN SERVICES COMMISSION 909 W 45th St (DHB) PO Box 149347 Bldg 2 Austin TX 78751 United States
			<b>Page</b> 1

**Vendor:** 1454763107 8  
HONORS GRADUATION LLC  
50 CHURCH ST  
AMERICAN FORK UT 84003-1637  
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@hhsc.state.tx.us

**Purchaser:** Klekar,Dorian Nogueira

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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This Purchase order is contingent upon the availability of lawful appropriations by the Texas Legislature and may be cancelled at any time in whole or part without penalty. HHS or the agency does not commit to ordering specific quantities of goods or dollar amounts with respect to this purchase order. The agency shall be obligated to pay for only those actually ordered and received by the agency. Any funds not utilized by 08/31/2024 are automatically cancelled.

BLANKET PURCHASE ORDER 2023

Confirmation Order - Do Not Duplicate

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 14 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:  
Esmeralda Miller  
+1 (512) 206-5203  
esmeralda.miller@hhs.texas.gov

Jacqueline Maldonado  
+1 (512) 206-4552  
jacqueline.maldonado@hhs.texas.gov

Ship to Attn: Esmeralda Miller

HHSC BUYER:  
Dorian Klekar  
512-776-2991  
dorian.klekar@hhs.texas.gov

VENDOR:  
HONORS GRADUATION LLC  
Cynthia Boyadjian  
(801) 852-2339  
(877) 411-8332  
contact@honorsgraduation.com

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QUOTE: 403357\_ 07/12/23

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 0000238884

1-1	Custom Stoles	201-39	300.00	EA	24.00000	\$7,200.00	08/10/2023
<b>Schedule Total</b>						\$7,200.00	
<b>Item Total for Line 1</b>						\$7,200.00	
2-1	shipping	962-86	1.00	LOT	4.00000	\$4.00	08/10/2023
<b>Schedule Total</b>						\$4.00	
<b>Item Total for Line 2</b>						\$4.00	
<b>Total PO Amount</b>						\$7,204.00	

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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**

*Dorian Klekar, CTC D*

08/10/2023