

# 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-4-0000328501</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> 09/01/23
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 1 - 9/15/2023
			<b>Page</b> 1
			<b>Ship To:</b> 2020 - Austin:1100 W 49th St (DHSB) HEALTH & HUMAN SERVICES COMMISSION 1100 W 49th St (DHSB) Austin TX 78756 United States

**Vendor:** 3304304304 2  
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
BUDGET AND INTERNAL ACCOUNTING  
PO BOX 13186  
AUSTIN TX 787113186  
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:** Martinez,David

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 funding  
EX/0 TGC 771 Interagency Cooperation  
Requisition 241247  
PO Service Dates 09/01/2023 to 08/31/2024  
Dual Certification Renewal for Crystal Stark-Nelson Employee ID 00000303096  
CTCD Exp. 09/01/2023 Cert. # 1900000679 / CTCM Exp. 06/01/24 Cert. # 1900003704  
Attached Invoice#10043081

Goods and/or services are to be delivered and invoiced after September 1, 2023.

Attached Terms and Conditions apply to this Purchase Order.

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 08/31/2024 are automatically canceled.

Vendor contact  
Texas Comptroller of Public Accounts  
Phone: 512-463-5355  
Email: ctp@cpa.texas.gov

Agency contact  
Crystal Stark-Nelson  
737-867-7243  
Crystal.Stark-Nelson@hhs.texas.gov

PCS contact  
David Martinez  
512-406-2597  
david.martinez01@hhs.texas.gov  
Invoice 10043081

1-1	Dual Certification Renewal - (Crystal Stark-Nelson)	963-64	1.00	EA	75.00000	\$75.00	09/20/2023
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**Schedule Total**                     \$75.00

**Item Total for Line 1**                     \$75.00

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**Total PO Amount** \$75.00

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.

**Authorized By**

*David Martinez, CTED, CTEM*

**09/15/2023**