

# 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-4-0000336907</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> 01/19/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> Page 1
			<b>Ship To:</b> 5035 - Rusk:805 N Dickinson Dr HEALTH & HUMAN SERVICES COMMISSION 805 N Dickinson Dr PO Box 318 Rusk TX 75785 United States

**Vendor:** 1721028659 1  
JETT BUSINESS SYSTEMS INC  
PO BOX 78501  
SHREVEPORT LA 711378501  
United States

**Bill To:** Invoice - DADS  
HEALTH & HUMAN SERVICES COMMISSION  
424 Mesquite Dr  
PO Box 1132  
Mexia TX 76667  
United States

**Fax:** 254/562-1894  
**Email:** 718Accounting@hhs.texas.gov

**Exempt Reason:** N/A

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY24 Purchase / Requisition #: 0000252957

Procurement Type: SP/E  
Not to Exceed \$1,747.00

Shipping Instructions: Ship according to the DUE DATES specified on the PO.

Freight: F.O.B Destination Freight Prepaid Allowed

Delivery: 10 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

VENDORS SEND INVOICES VIA EMAIL TO 718Accounting@hhs.texas.gov

Quote #: 1294

Primary Contact:  
Teresa Wittenburg @ 903-683-7278  
teresa.wittenburg@hhs.texas.gov

Purchaser:  
Veronica Alvarado @ 512-406-2505  
Veronica.Alvarado@hhs.texas.gov

Vendor Information:  
Jett Business Systems  
Janna Thompson @ 318-424-9542  
jthompson@jettbusiness.com

Requirement / Limitations:  
This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2024 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022.

1-1	Item # BIM029081 - Ribbon, Badge Pass Halo YMCKT-KT Print Ribbon yields 350	610-56	6.00	EA	287.00000	\$1,722.00	02/02/2024
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**Exempt Reason:** N/A

**Purchaser:** Alvarado, Veronica

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
<b>Schedule Total</b>							\$1,722.00
<b>Item Total for Line 1</b>							\$1,722.00
2-1	Freight	962-86	1.00	EA	25.00000	\$25.00	02/02/2024
<b>Schedule Total</b>							\$25.00
<b>Item Total for Line 2</b>							\$25.00
<b>Total PO Amount</b>							\$1,747.00

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**

*Veronica Alvarado, CTCR, CTCM*

**01/19/2024**