

# 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-4-0000337097</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> 01/23/24
<b>All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.</b>			<b>Revision</b> 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:** 1453328644 0  
AMAZON CAPITAL SERVICES INC  
PO BOX 35184  
SEATTLE WA 981245185  
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:** Bovea,Taylor

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

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

DELIVERY: 6 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:**  
Requester: Emma Hernandez  
Requester Email: emmao.hernandez@hhs.texas.gov  
Requestor Phone: 903-683-7297

Contract Manager (for SCOR): Jerry McClure  
Contract Manager Email: jerry.mcclure@hhs.texas.gov  
Contract Manager Phone: 903-683-7621

Ship to Attn: Emma Hernandez  
bldg. # 801, rm # 1201.

**HHSC BUYER:**  
Taylor Bovea, CTCD, CTCM  
Taylor.bovea@hhs.texas.gov  
512-776-2210

**VENDOR:**  
Amazon Capital Services  
amazon.com  
888-281-3847

AMAZON ORDER # 114-6767750-8821800

**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. FY2024 funding.

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

Requisition # 0000253179

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**Exempt Reason:** N/A

**Purchaser:** Bovea,Taylor

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1-1	Avery Printable Note Cards, 4.25" x 5.5", Inkjet Printable, 60 Blank Cards and Envelopes (8315) (Pack of 2), ASIN: B0CFXFW9SF	645-31	4.00	EA	41.68000	\$166.72	02/01/2024
<b>Schedule Total</b>						<u>\$166.72</u>	
<b>Item Total for Line 1</b>						<u>\$166.72</u>	
2-1	Glenmal 3 Pcs Acrylic Magnetic File Holder Magnetic Wall File Organizer Letter Size Paper Fridge Magnet Organizer Magazine Fridge Pockets Refrigerator Storage for Locker Office Supplies (White), ASIN: B0CGZQLST4	615-33	4.00	EA	19.99000	\$79.96	02/01/2024
<b>Schedule Total</b>						<u>\$79.96</u>	
<b>Item Total for Line 2</b>						<u>\$79.96</u>	
<b>Total PO Amount</b>						<span style="border: 1px solid black; padding: 2px;">\$246.68</span>	

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.

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**Authorized By**

*Taylor Bovee, CTCO, CTCM*

**01/29/2024**