

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-4-0000340787
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.			Date 03/14/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: H400 - Austin:4601 W Guadalupe St HEALTH & HUMAN SERVICES COMMISSION 4601 W Guadalupe St PO Box 13247 Austin TX 78751 United States

Vendor: 1741976051 1
WORKQUEST
1011 E 53RD 1/2 ST
AUSTIN TX 787511703
United States

Bill To: Invoice-HHSC MC2065
HEALTH & HUMAN SERVICES COMMISSION
4601 W Guadalupe St
Austin TX 78751
United States

Fax: 512/206-4854
Email: IT_invoicing@hhs.texas.gov

Exempt Reason: WORKQUEST GOODS OR SERVICES

Purchaser: Connell,Ron Lee

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: 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

Confirmation Order-Do Not Duplicate

PROGRAM REQUESTER:
 Name: Crystal Morris
 Email: Crystal.Morris01@hhs.texas.gov
 Phone: +1 (737) 224-2595

SHIP TO ATTN: Crystal Morris, Crystal.Morris01@hhs.texas.gov, +1 (737) 224-2595

HHSC BUYER:
 Ron Connell, CTCD
 512-406-2666
 Ron.CConnell@hhs.texas.gov

VENDOR:
 Workquest
 Email: smartbuy@workquest.com
 Phone: (512) 451-8145

PURCHASING METHOD: EX/0
 Purchase made under the Authority of Texas Government Code 2155.138 (WorkQuest/TIBH Set-Aside)
 Term Contract: 615-S1
 Smartbuy PO: 24111906

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 0000257366

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1-1	Calendar, Desk Pad, 22 X 17	615-19	4.00	EA	8.49000	\$33.96	03/28/2024
Schedule Total						\$33.96	
Item Total for Line 1						\$33.96	
Total PO Amount						\$33.96	

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

R. Lee

03/14/2024