

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-4-0000340969
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 03/15/24
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
			Ship To: 4548 - Harlingen:1401 S Rangervill HEALTH & HUMAN SERVICES COMMISSION 1401 S Rangerville Rd Harlingen TX 78552 United States

Vendor: 1453328644 0
AMAZON CAPITAL SERVICES INC
PO BOX 35184
SEATTLE WA 981245185
United States

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Exempt Reason: N/A

Purchaser: Torres,Joseph Ryan

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: 11 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:
Castillo,Mary
956-364-8226
Monica.OviedoPerales@hhs.texas.gov

Ship to Attn: Oviedo Perales,Monica Isabel

Send Invoices: SAHAccounting@dshs.texas.gov

HHSC BUYER:
Joseph Torres, CTCD
512-406-2413
Joseph.Torres@HHS.Texas.Gov

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

PURCHASING METHOD: SP/E
Not to Exceed \$5,000.00

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
Please follow the Texas Comptroller's Invoicing standards as seen below.
Include PO Number on invoices, bills, receipts, bill lading, packing slips, and back order.
(a) To receive payment, a contractor must submit an invoice to the State Agency receiving the goods or services.
The invoice should include, but is not limited to including:
(1) the contractor's mailing and e-mail (if applicable) address;
(2) the contractor's telephone number;
(3) the name and telephone number of a person designated by the contractor to answer questions regarding the invoice;
(4) the state agency's name, agency number, delivery address;
(5) the state agency's purchase order number, if applicable;
(6) the contract number or other reference number, if applicable;
(7) a valid Texas identification number (TIN) issued by the Comptroller;

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			Page 2

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(8) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
 (9) unit numbers corresponding to the amount of the invoice;
 (10) if submitting an invoice after receiving an assignment of a contract, the TIN of the original contractor and the TIN of the successor vendor;
 (11) other relevant information supporting and explaining the payment requested.
 Requisition#: 529-247486

1-1	Safo Products Shell Extended Height Swivel Office Desk Computer Ergonomic Chair, Pneumatic Height Adjustable, Black (7014BL)	425-07	4.00	EA	214.17000	\$856.68	03/26/2024
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Schedule Total \$856.68

FY24 CG2 F3J ADMIN CHAIRS F1110 7334

Item Total for Line 1 \$856.68

Total PO Amount \$856.68

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

Joseph Torres, CTCD

03/15/2024

