



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0002892

**Payment Terms:** N/A    **Freight Terms:** N/A    **Ship Via:** N/A    **PCC:** E    **Date:** 03/08/23    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** HG HOTEL PROPERTY LLC  
 DBA DOUBLETREE HOTEL  
 5353 WESTHEIMER RD  
 HOUSTON TX 77056  
 United States

**Ship To:** Texas Workforce Commission  
 4800 N LAMAR BLVD  
 CRISS COLE SUITE 111  
 AUSTIN TX 78756  
 United States

**Bill To:** APPO@twc.texas.gov or  
 Texas Workforce Commission  
 101 E 15TH ST  
 RM 470  
 AUSTIN TX 78778-0001  
 United States

**Vendor ID:** 1472010477

**Purchaser:** Kelly A Hall  
**Phone:** (737) 667-5150  
**Fax:**  
**Email:** kelly.hall@twc.texas.gov

**TWC Prefers Electronic Submission**

**PO Information:**

Delegated Purchase \$10000 or Less

INVOICE # 4282023 - Meeting Room Rental 04/29/2023

**TWC POC:**

Name: Sharon Hubbard  
 Phone: 512-377-0559/ 512-470-2304  
 Email: Sharon.hubbard@twc.texas.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Meeting Room for ECM Meeting April 29, 2023	971/65	1.0000	LOT	\$650.00000	\$650.00	03/20/2023

**Schedule Total**

**ReqID:**  
0000041408

**Item Total for Line # 1**

**Authorized Signature**

*Sonya Babley, CTCD, CTCM*

Sonya Babley, CTCD, CTCM

**03/08/2023**



Procurement and Contracts  
 Business Unit # 320AD  
 Purchase Order # 23-0002892

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Service Charge for set up for ECM Meeting April 29, 2023	971/65	1.0000	LOT	\$156.00000	\$156.00	03/20/2023
						<b>Schedule Total</b>	\$156.00
				<b>ReqID:</b>			
				0000041408			
						<b>Item Total for Line # 2</b>	\$156.00
3-1	Occupancy tax 0.06% for ECM Meeting April 29, 2023	971/65	1.0000	LOT	\$39.00000	\$39.00	03/20/2023
						<b>Schedule Total</b>	\$39.00
				<b>ReqID:</b>			
				0000041408			
						<b>Item Total for Line # 3</b>	\$39.00
						<b>Total PO Amount</b>	\$845.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**  
 This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.  
 \* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.  
 \* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.  
 \* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.  
 Tax Exempt ID -742764775.  
**STATE and CITY SALES TAX EXEMPTION CERTIFICATE:** The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

**Authorized Signature**  
*Sonya Babley, CTCD, CTCM*  
 Sonya Babley, CTCD, CTCM  
**03/08/2023**