



**Office of Injured Employee Counsel**  
**Business Unit # 44800**  
**Purchase Order # 17-0107**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **09/23/16** 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:** SKILLPATH SEMINARS  
P O BOX 804441  
KANSAS CITY MO 641800001  
United States

**Ship To:** 2M0002 - OIEC - Metro Office  
7551 Metro Center Drive, Suite 100  
Austin TX 78744  
United States

**Vendor ID:** 1431685651

**Purchaser:** Andrea Toscano  
**Phone:** 512/676-6142  
**Fax:** 512/463-6159  
**Email:** andrea.toscano@tdi.texas.gov

**Bill To:** Attn: Acctng - Mail Code 108-3A  
P.O. 149104  
Austin TX 78714-9104  
United States

**Fax:**  
**Email:** Invoices@tdi.texas.gov

**PO Information:**

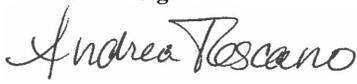
The Purchase Order (PO) is subject to termination or cancellation, without penalty to OIEC, either in whole or in part, subject to the availability of state funds. OIEC is a state agency whose authority and appropriations are subject to actions of the Texas Legislature. If OIEC becomes subject to a legislative change, revocation of statutory authority, or lack of appropriated funds that would render the vendor's delivery or performance under the PO impossible or unnecessary, the PO will be terminated or canceled and be deemed null and void. In the event of a termination or cancellation under this Section, OIEC will not be liable to the vendor for any damages that are caused or associated with such termination or cancellation and OIEC will not be required to give notice.

**Invoicing:** To ensure prompt payment, the vendor must include the following information on all the invoices: (1) the above reference PO Number (2) the above referenced Vendor ID No., and (3) any other relevant information that will confirm purchase. Failure to comply may delay payment process or cause invoice to be returned.

**Certification:** The terms of the contract are considered complete and payment can be made when the terms and conditions of the order have been met and the goods and/or services have been certified.

Attachment "A-1" Terms and Conditions become part of this Purchase Order.

\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\* ENSURE PO# APPEARS ON INVOICE AND FORWARD TO: invoices@tdi.texas.gov \*\*\*\*\*

**Authorized Signature**  
  
09/26/2016



**Office of Injured Employee Counsel**  
**Business Unit # 44800**  
**Purchase Order # 17-0107**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Registration for Janisse Duarte, Alejandra Hernandez, & Dominique Daruvalla to attend: "Getting the Most From Microsoft Excel" October 24, 2016 9:00-4:00 PM Best Western Plus City Hotel 2200 S. IH-35 Austin, TX 78704	963/64	3.0000	EA	\$149.00	\$447.00	09/23/2016
						<b>Schedule Total</b>	<input type="text" value="\$447.00"/>
						ReqID:	
						0000001345	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$447.00"/>

**Total PO Amount**

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.

The Purchase Order Terms and Conditions can be found at:  
<http://www.tdi.texas.gov/general/aspurch.html>

**Authorized Signature**  
*Andrea Toscano*  
09/26/2016