



Texas Department of Insurance
Purchase Order # 45400 16-1313

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **03/21/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: RAC CONFERENCE CENTER INC.
 1880 S. DAIRY ASHFORD BUILDING II SUITE
 USA
 HOUSTON TX 77077
 United States

Ship To: 2M0003
 No Physical Shipment

Vendor ID: 1271932412

Purchaser: Chastity Marion
Phone: 512/676-6151
Fax: 512/463-6159
Email: chastity.marion@tdi.texas.gov

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

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

RAC Conference Center Inc., shall provide Meeting Space, A/V Equipment and Catering Service to the Texas Department of Insurance-Division of Workers' Compensation (TDI-DWC) for the Designated Doctor Workshop on April 29, 2016.

Services shall be provided in accordance with this purchase order and the following document, incorporated herein by reference for all purposes: RAC Conference Center Service Agreement with TDI-DWC, executed 2/5/16.

TDI-DWC Contact:
 Angelia Johnson, (512) 804-4530, angelia.johnson@tdi.texas.gov

RAC Houston Contact:
 Gauri Seth, (281) 597-8238, gauri@rachouston.com

Invoicing. To ensure prompt payment, the vendor must include the following information on all 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.

Authorized Signature

Chastity Marion, CTCM, CTAM

03/21/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting room and LCD projector/screen	971/65	1.0000	DAY	1100.00000	1100.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="1100.00"/>
					<u>ReqID:</u> 0000015093		
	Lincoln room - classroom style						
	9-5 p.m. (registration at 8 a.m. and set up at 7 a.m.)						
						Item Total for Line # 1	<input type="text" value="1100.00"/>
2- 1	Podium/mic	985/12	1.0000	DAY	200.00000	200.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="200.00"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 2	<input type="text" value="200.00"/>
3- 1	Lav mics 2=\$150.00 each X 1=\$150.00	985/12	1.0000	EA	150.00000	150.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="150.00"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 3	<input type="text" value="150.00"/>

Authorized Signature

Charity Moin, CTCM, CTM

03/21/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
4- 1	All day coffee and tea station \$6.50 pp X 46	961/15	1.0000	DAY	299.00000	299.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="299.00"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 4	<input type="text" value="299.00"/>
5- 1	Hot or cold boxed lunch \$15.95 pp X 46	961/15	1.0000	DAY	687.70000	687.70	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="687.70"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 5	<input type="text" value="687.70"/>
6- 1	Mid morning snack \$5.50 pp X 46	961/15	1.0000	DAY	253.00000	253.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="253.00"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 6	<input type="text" value="253.00"/>

Authorized Signature

Charity Major, CTCM, CTAM

03/21/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7- 1	Afternoon snacks \$5.50 pp X 46	961/15	1.0000	DAY	253.00000	253.00	04/29/2016
	Ship To:	2M0003 No Physical Shipment					
						Schedule Total	<input type="text" value="253.00"/>
					<u>ReqID:</u> 0000015093		
						Item Total for Line # 7	<input type="text" value="253.00"/>
						Total PO Amount	<input type="text" value="2942.70"/>

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

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

Authorized Signature
Charity Major, CTCM, CTAM
03/21/2016