



**Texas Department of Insurance
Business Unit # 45400
Purchase Order # 17-0305**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **09/09/16** 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: KEYSTAFF, INC.
PO BOX 9664
AUSTIN TX 78766-9664
United States

Ship To: 2F0032 - Cameron Rd - Warehouse
7915 Cameron Road
Austin TX 78754
United States

Vendor ID: 1450524285 0

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

Purchaser: James Kelldorf
Phone: 512/676-6149
Fax: 512/463-6159
Email: james.kelldorf@tdi.texas.gov

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

One temporary Clerk IV for TDI's Office of Agency Counsel.

REFERENCE: PO 16-1648

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

**** Our accounting department is going paperless. Invoices may be emailed to invoices@tdi.texas.gov****

Quantities are estimated: TDI does not guarantee to purchase any minimum or maximum quantity. TDI reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders will be permitted. All Purchase Order Change Notice (POCN) will be issued by TDI Purchasing Section.

FUNDING: The Parties acknowledge and agree that nothing in this agreement will be interpreted to create a future obligation or liability in excess of the funds currently appropriated to the agency by the Legislature of the State of Texas. In the event appropriated funds are not available to continue payments for work under this contract, the TDI shall notify the Contractor as soon as reasonably possible, and the TDI may terminate the contract at that time or such other date as loss of appropriated funds may require.

Authorized Signature

James Kelldorf, CTPM

09/13/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1- 1	Job Class #0059 Clerk IV Term: 09/01/2016- 08/31/2017 Estimated No. of Hours: 1920 (160 hours per month) Rate: Experienced \$23.00/hour Needs to have billing or accounting experience.	962/69	16.0000	HR	\$23.00	\$368.00	09/09/2016	
						Schedule Total	<input type="text" value="\$368.00"/>	
				<u>ReqID:</u> 0000016832				
Mary Shannon Worked Sept. 1, 2016 through Sept. 2, 2016 for a total of 16 hours. Per Dana L Burton Legal Division. REFERENCE: PO 16-1648							Item Total for Line # 1	<input type="text" value="\$368.00"/>

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
James Kellogg, CTPM
09/13/2016