

**Secretary of State
INTERNAL
PURCHASE ORDER**

Order Number: 307-9-00307

Order Date: Mar 18, 2019

TO: WorkQuest (formerly TIBH)
Audrey Cedillo
17419760511 201
1011 EAST 53 1/2 STREET
Austin, TX 78751
Ph: 512-451-8145

BILL TO
Secretary of State Attn: Financial Management P. O. Box 12887 Austin, Texas 78711-2887

DELIVER TO
Secretary of State James E. Rudder Bldg. 1019 Brazos, Room B-05 Austin, Texas 78701-2413

A valid purchase order number must be shown on shipments and invoices.

PCC Code: C

Accounting Information: 790049

Item No.	Quantity	Unit	Description	Unit Cost	Extension
			962-69		
1	336	HOURS	One Contingency Worker - To assist with heavy workload due to staff shortage. Individual must work an eight hour day to begin at 8am - and end at 5pm. Monday - Friday Class Title - Experience Admin. Asst. 1 Starting Wednesday, March 20, 2019 thru Friday, May 17, 2019. 336 Hours to be worked Rate \$24.52 hour 336 hours = \$8,238.71	\$24.52	\$8,238.72

Total: \$8,238.72

ORDERED BY: Shuford Scott

Purchaser / Phone: Shuford Scott CTPM, CTCM, 512-463-5607; email: sscott@sos.texas.gov **Fax:** 512/475-2819

Plus Freight: Y /