



PURCHASE ORDER

PO Number:303-0-0174

Requisition Number:303-0-00385

Order Date: 9/27/2019

Released

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION
FISCAL MANAGEMENT / ACCOUNTS PAYABLE
P.O. BOX 13047 Austin, Texas 78711-3047
OR
email to: accountspayable@tfc.state.tx.us

Delivery Location

Texas School for the Deaf
Attn: TFC Custodial
1102 S. Congress Ave.
Austin, TX 78704

Show numbers on all papers and packages

Referenced Source or Vendor

17427773852
Pro Serve Enterprise
4201 South Congress Ave. Ste. 321
Austin, TX 78745
Gary Marotz
Phone:512-326-2811, Fax:512-2506
info@proserveinc.com

Description Repair oil leak, clutch, and PM burnisher. Serial #WA0606

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
TSD	1	job	\$282.87	9/27/2019	3/27/2020	\$282.87

Repair oil leak, clutch, and PM burnisher. Serial #WA0606

Work Order #: 702783

NIGP Class: 934

NIGP Item: 29

Object Class: 367

Reimbursement Type: Not Reimbursable

Notes:

Cost per vendor quote.

Please respond with your concurrence for the award recommendation by replying to this e-mail and stating 'concur' or 'do not concur'.

TFC Contacts: Matthew Woerndell @ 512-462-5377
David Roes @ 512-462-5370
Rick Sosa @ 512-463-5773
Pete Garcia @ 512-463-3566

Grand Total \$282.87

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2020
Division	Planning and Real Estate Mgmt
Program	Property Services
Phone	512-786-8415
Org Code	0451 - Custodial - Austin Day
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	702783

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Gresham, Colin - CTCD, CTPM, 5129360647

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

[\(Show Terms And Conditions...\)](#)