



PURCHASE ORDER

PO Number:303-0-0313

Requisition Number:303-0-00739

Order Date: 11/7/2019

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

--Select--
 Health and Human Services Commission (HHSC)
 Houston, TX
Show numbers on all papers and packages

Referenced Source or Vendor

17605562952000
 Houston Chronicle
 4747 Southwest Freeway
 Houston, TX 77027
 Carolyn Wolford
 Phone:713-224-6868, Fax:
 Classified.Legals@chron.com

Newspaper Advertisement for Posting
 RFP# 303-9-20640-A in Huntsville, TX

The Houston Chronicle

Reference attached Quote No. 0000205416

Description

TFC Contact:
 Evelyn Esquivel @ (512) 463-6494

****NOTE****

Vendor must send tear sheet of the advertisement with invoice; payment cannot be made until both tear sheet and invoice are received

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Newspaper Advertisement to Publish RFP #303-1-20678 Lease space requirement for the Health and Human Services Commission (HHSC) in Houston, Texas. Proposal deadline is December 19, 2019. Ad to run: Sunday, November 10, 2019.	1	ea	\$296.78	11/10/2019	11/10/2019	\$296.78

NIGP Class: 915
NIGP Item: 71
Object Class: 281
Reimbursement Type: Not Reimbursable

Grand Total \$296.78

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	State Lease Program
Phone	5124636494
Org Code	0804 - Facilities Leasing
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	NA

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: _____

Sastry, Archana - CTCM, CTPM, 5129363567

(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 Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

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