



# PURCHASE ORDER

**PO Number:303-0-0324**

Requisition Number:303-0-00743

**Order Date:** 11/8/2019

**Ordered**

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](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

Texas School for the Deaf  
 1102 S. Congress Ave.  
 Austin, TX 78704

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

13647408940  
 Legacy Arbor Care, LLC  
 P.O. Box 998  
 Cedar Park, TX 78630  
 Phone:512-971-5070, Fax:  
[office@legacyarbor.com](mailto:office@legacyarbor.com)

**Description** TSD- Remove broken Hackberry tree limb back to the main trunk, chip and haul away.

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
TSD	1	Job	\$400.00	11/8/2019	2/28/2020	\$400.00
Exterior Hackberry tree limb fell on NW corner of property,  Description: Remove broken Hackberry tree limb back to the main trunk, chip and haul away.  Work Start Date: November 8, 2019 or as soon as approved and scheduled.  Work End Date: February 28, 2020  Oversight Responsibilities: Leslie Bowman 512-						

936-6893

**NIGP Class:** 968**NIGP Item:** 88**Object Class:** 271**Reimbursement Type:** Not Reimbursable**Notes:** Work Order #: 706611**Grand Total \$400.00**

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.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2020
<b>Division</b>	Planning and Real Estate Mgmt
<b>Program</b>	Property Services
<b>Phone</b>	5129366893
<b>Org Code</b>	0430 - Grounds
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<b>Work Order Number</b>	706611

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: \_\_\_\_\_

Sacharnoski, Mary - 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 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.

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