



PURCHASE ORDER

PO Number:303-0-0400

Requisition Number:303-0-00946

Order Date: 12/10/2019

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

Parking Garage R, Warehouse
 1706 San Jacinto Blvd.
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17426952606
 PDME Inc
 P D Morrison Enterprises Inc DBA
 1120 Toro Grande Dr, Bldg. 2, Ste 208
 Cedar Park, TX 78613-6974
 Customer Service
 Phone:512-335-7173, Fax:512-219-0901
service@pdme.com

2020 Calendar Order for Agency Staff

Description Reference attached shopping cart

TFC Contact:
 Tyland Faucette, (512) 463-2533

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Desk Calendar Refill, 6 x 3 1/2, White, 2020						
Item #: AAGE717-50						
NIGP Class: 615	10	EA	\$2.14	12/10/2019	1/10/2020	\$21.40
NIGP Item: 19						
Object Class: 300						
Reimbursement Type: Not Reimburseable						
Notes: Workquest- Item Not Found						
Hardcover Daily Appointment Book, 7 7/8 x 4 7/8, Black, 2020	12	EA	\$19.88	12/10/2019	1/10/2020	\$238.56

Item #: AAGG100H-00

NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- Item Not Found

Block Format Weekly Appointment Book w/Contacts Section, 8 x 4
 7/8, Black, 2020

Item #: AAGG210-00

	36	EA	\$11.67	12/10/2019	1/10/2020	\$420.12
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NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- Item Not Found

Executive Weekly/Monthly Refill, 8 3/4 x 6 7/8, 2020

Item #: AAGG545-50

	2	EA	\$18.92	12/10/2019	1/10/2020	\$37.84
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NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- Item Not Found

Weekly Appointment Book, 11 x 8, Black, 2020

Item #: AAGG520-00

	10	EA	\$17.78	12/10/2019	1/10/2020	\$177.80
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NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- Item Not Found

Monthly Planner, 8 3/4 x 6 7/8, Black, 2020

Item #: AAGG400-00

	38	EA	\$12.83	12/10/2019	1/10/2020	\$487.54
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NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- \$13.08 vs. 12.83

Monthly Planner, 11 7/8 x 7 7/8, Black Cover, 2019-2020

Item #: AAGG470-00

	40	EA	\$10.64	12/10/2019	1/10/2020	\$425.60
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NIGP Class: 615
NIGP Item: 19
Object Class: 300
Reimbursement Type: Not Reimbursable
Notes: Workquest- Item Not Found

Ruled Desk Pad, 22 x 17, 2020	50	EA	\$5.55	12/10/2019	1/10/2020	\$277.50
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Item #: AAGSK24-00

NIGP Class: 615**NIGP Item:** 19**Object Class:** 300**Reimbursement Type:** Not Reimbursable**Notes:** Workquest- \$8.49 vs. \$5.55

Monthly Wall Calendar with Ruled Daily Blocks, 12 x 17, White,
2020

Item #: AAGPM2-28

	62	EA	\$11.21	12/10/2019	1/10/2020	\$695.02
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NIGP Class: 615**NIGP Item:** 19**Object Class:** 300**Reimbursement Type:** Not Reimbursable**Notes:** Workquest- Item Not Found

Yearly Wall Calendar, 24 x 36, 2020

Item #: AAGPM12-28

	10	EA	\$12.04	12/10/2019	1/10/2020	\$120.40
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NIGP Class: 615**NIGP Item:** 19**Object Class:** 300**Reimbursement Type:** Not Reimbursable**Notes:** Workquest- Item Not Found**Grand Total \$2,901.78**

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	Legal
Program	Records Management
Phone	5124632533
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	N/A

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.

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