



# PURCHASE ORDER

**PO Number:303-0-0413**

Requisition Number:303-0-00886

**Order Date: 12/12/2019**

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

**Delivery Location**

--Select--  
Show numbers on all papers and packages

**Referenced Source or Vendor**

17460020393012  
 Bexar County  
 SMWBE Program  
 101 W. Nueva, Suite 112  
 San Antonio, TX 78205-3411  
 Renee Watson, SBED Director  
 Phone:210-335-2478, Fax:210-335-0673  
[rwatson@bexar.org](mailto:rwatson@bexar.org)

Cost of exhibit booth for HUB Program at the Bexar County SMWVBO  
 Date: Wednesday, December 11, 2019  
 Location: San Antonio, TX

TFC Contact:

**Description** Yolanda Strey, (512) 475-0453

2156.181. INTERSTATE COMPACTS AND COOPERATIVE AGREEMENTS FOR PROCUREMENTS. (a) The commission may enter into one or more compacts, inter-agency agreements, or cooperative purchasing agreements with one or more state governments, agencies of other states, or other governmental entities for the purchase of goods or services if the commission determines that entering into an agreement would be in the best interest of the state

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Cost of Exhibitor Booth for Yolanda Strey and Shonte Gordon at the Bexar County SMWVBO (Small, Minority, Women, & Veteran Business Owners) Conference. Location: Freeman Coliseum Expo Hall in San Antonio, TX Date: Wednesday, December 11th, 2019.	1	Booth	\$600.00	12/11/2019	12/11/2019	\$600.00

**NIGP Class:** 963**NIGP Item:** 37**Object Class:** 470**Reimbursement Type:** Not Reimbursable**Notes:** Yolanda and Shonte have already registered for the conference and an invoice will be sent by the vendor for payment.**Grand Total \$600.00**

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>	Finance
<b>Program</b>	HUB
<b>Phone</b>	5124750453
<b>Org Code</b>	0205 - H U B
<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>	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.

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