



# PURCHASE ORDER

**PO Number:303-0-0469**

Requisition Number:303-0-01116

**Order Date:** 1/13/2020

**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**

Other  
 1711 San Jacinto Blvd  
 Suite 182  
 Austin, TX 78701  
Show numbers on all papers and packages

**Referenced Source or Vendor**

17430851307  
 V-QUEST OFFICE MACHINES & SUPPLIES LTD  
 4159 E STATE HIGHWAY 29 STE A  
 GEORGETOWN, TX 786263810  
 Michelle Sandoval  
 Phone:512-763-8800, Fax:512-763-8803  
[michelle.sandoval@v-questtx.com](mailto:michelle.sandoval@v-questtx.com)

Office Chair for new employee IT Programmer Noreen Ozment.

**Description** TXMAS Contract No. TXMAS 17-7110  
 TSB Order No. 20056268

TFC Contact:  
 Glenn Garvey, (512) 475-2488

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Bodybilt-G1 Fabric R2607 Mesh-back Chair (/product/8815386)						
<b>NIGP Class:</b> 425						
<b>NIGP Item:</b> 06	1	chair	\$467.81	1/7/2020	2/28/2020	\$467.81
<b>Object Class:</b> 334						
<b>Reimbursement Type:</b> Not Reimbursable						
Freight	1	unit	\$79.56	1/7/2020	2/28/2020	\$79.56
<b>NIGP Class:</b> 962						
<b>NIGP Item:</b> 86						

**Object Class:** 334**Reimbursement Type:** Not Reimbursable**Grand Total \$547.37**

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>	Information Systems
<b>Phone</b>	5124752488
<b>Org Code</b>	0607 - CB: CAPPs Implementation IT
<b>Type of Purchase/PCC Code</b>	'X' Purchases of commodities/services made from SPD TxMAS contracts
<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, 5124632743

**(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.

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