



PURCHASE ORDER

PO Number:303-0-0490

Requisition Number:303-0-01156

Order Date: 1/22/2020

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

Delivery Location

--Select--

Show numbers on all papers and packages

Referenced Source or Vendor

n/a Employee
Employee Reimbursement - Duc T. Nguyen
1711 San Jacinto Blvd.
Austin, TX 78701
Chris Blount
Phone:5124631905, Fax:
Duc.Nguyen@tfc.state.tx.us

Fingerprinting service reimbursement for Operations employee Duc T. Nguyen

Receipt attached.

Description

TFC Contact: Christopher Blount
512-463-1905
Christopher.Blount@tfc.state.tx.us

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
New TFC employee Duc T. Nguyen went for fingerprinting services with Identigo and needs to be reimbursed. \$39.05 paid out of pocket.	1	LOT	\$39.05			\$39.05

Vendor Information:
12743888070
Morphotrust USA

6840 Carothers Pkwy
Ste 650
Franklin, TN 37067

NIGP Class: 961

NIGP Item: 30

Object Class: 295

Reimbursement Type: Reimbursable

Notes: New TFC employee paid for fingerprinting services. Turned in receipt to HR and asked to submit a Req for reimbursement.

Grand Total \$39.05

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	Facilities Management and Operations
Program	Property Management
Phone	5124631905
Org Code	0441 - Maint.-Capitol Zone
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: _____

Goll, Heather, 5124630209

(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.

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