



# PURCHASE ORDER

**PO Number: 303-0-0493**

*Requisition Number: 303-0-01177*

**Order Date: 1/23/2020**

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

**Delivery Location**

Central Services Bldg  
1711 San Jacinto Blvd.  
Room 182  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

12744023297001  
Rockford Business Interiors - Furniture  
McCoy-Rockford Inc. DBA  
211 E. Riverside Dr.  
AUSTIN, TX 78767  
John Rademacher  
Phone: 512-416-4317, Fax:  
[jrademacher@rockford-texas.com](mailto:jrademacher@rockford-texas.com)

**Description** Rockford, CSB, WO 714892,  
TFC Contact: Terry Craddock  
512-463-2264  
[Terry.Craddock@tfc.state.tx.us](mailto:Terry.Craddock@tfc.state.tx.us)  
Reference Quote 202130

**Line Items**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total</b>
Rockford quote #202130 dated 01/15/2020 to reconfigure four (4) existing workstations to fit six (6) workstations, room 182, CSB.	1	job	\$1,485.00	1/23/2020	8/31/2020	\$1,485.00

**NIGP Class:** 425  
**NIGP Item:** 00  
**Object Class:** 266

**Reimbursement Type:** Reimbursable

**Notes:** Funded by org code 0603

**Grand Total \$1,485.00**

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>	Facilities Design and Construction
<b>Program</b>	Minor Construction
<b>Phone</b>	5124632264
<b>Org Code</b>	0822 - Minor Construction
<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>	714892

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.

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