



## PURCHASE ORDER

**PO Number:303-0-0502**

Requisition Number:303-0-01193

**Order Date:** 1/27/2020

**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**

Parking Garage R, Warehouse  
 1706 San Jacinto Blvd.  
 ATTN: Leandra Contreras  
 Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

18004623007  
 TL ABBOTT INVESTMENTS LLC  
 DBA ALPHAGRAPHICS  
 2714 WEST AVE  
 SAN ANTONIO, TX 782012238  
 Vincent Barrera  
 Phone:210-344-5200, Fax:210-349-0505  
 state@presto-printing.com

Business Cards for Mark Diaz and Nientzu Lonnie Hsia.

Pricing and business card templates for each are attached.

TxSmartBuy PO #20058593

**Description**

Contract #: 966-A1

TFC Contact:  
 Leandra Conteras  
 512-463-0896  
 Leandra.Conteras@tfc.state.tx.us

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
	1	Box	\$37.50	1/24/2020	2/19/2020	\$37.50

Business Cards for new employee Nientzu Lonnie Hsia.

Standard Business Card

Color: Black  
Quantity: 500  
Artwork: TFC Seal  
Sample: see attached

**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** Commodity Code: 96607220504

Business Cards for employee Mark Diaz.

Standard Business Card

Color: Black  
Quantity: 500  
Artwork: TFC Seal  
Sample: see attached

1	Box	\$37.50	1/24/2020	2/19/2020	\$37.50
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**NIGP Class:** 966

**NIGP Item:** 07

**Object Class:** 273

**Reimbursement Type:** Not Reimbursable

**Notes:** Commodity Code: 96607220504

**Grand Total \$75.00**

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>	Facilities Design and Construction
<b>Phone</b>	512.463.0896
<b>Org Code</b>	0802 - Project Management
<b>Type of Purchase/PCC Code</b>	'A' Purchases as Automated Term Contracts using TxSmartBuy
<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: \_\_\_\_\_

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.

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