



# PURCHASE ORDER

**PO Number:303-0-0508**

Requisition Number:303-0-01235

**Order Date: 1/29/2020**

**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**

Lyndon B. Johnson Building  
111 E. 17th Street  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

12603306171  
Capital Insulation Company  
120 Wichita Trail  
Georgetown, TX 78633  
Skip Lankford  
Phone:512-931-2131, Fax:512-931-2402  
[skiplank@aol.com](mailto:skiplank@aol.com)

**Description**

Heating hot water needs to be insulated  
TFC Contact: Dan Simms  
512-463-3532  
[dan.simms@tfc.state.tx.us](mailto:dan.simms@tfc.state.tx.us)

**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>
Building: LBJ Location: 1st floor Hot water pipe	1	job	\$719.00	1/24/2020	4/24/2020	\$719.00
Description: Heating hot water needs to be insulated.						
Contract Term: 1/24/2020 through 4/24/2020						
Oversight Responsibilities: Dan Simms 512-680-9827						
<b>NIGP Class:</b> 910						

**NIGP Item:** 38  
**Object Class:** 266  
**Reimbursement Type:** Not Reimbursable  
**Notes:**  
Work Order #: 718321

**Grand Total \$719.00**

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.)

**Agency** TFC  
**Fiscal Year** 2020  
**Division** Facilities Management and Operations  
**Program** Property Management  
**Phone** 5124633532  
**Org Code** 0442 - Facility Maintenance  
**Type of Purchase/PCC Code** 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00  
**Work Order Number** 718321

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.

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