



PURCHASE ORDER

PO Number:303-0-0522

Requisition Number:303-0-01240

Order Date: 2/3/2020

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

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

Show numbers on all papers and packages

Referenced Source or Vendor

2222222222
 Employee Reimbursement
 1711 San Jacinto Blvd
 Austin, TX 78701

Employee Reimbursement for attendance at Professional Grounds Conference, to provide the required CEU's for Leslie Bowman's license to allow pesticide application on TFC grounds.

Receipt attached.

Description

TFC Contact:
 Leslie Bowman
 512-936-6893
Leslie.Bowman@tfc.state.tx.us

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
TFC employee, Leslie Bowman, attended a Professional Grounds Conference, earning Continuing Education Units (CEUs) required for the Texas Department of Agriculture pesticide applicator license needed to perform duties at TFC.	1	Conference	\$60.00			\$60.00

Employee needs to be reimbursed for the \$60.00 registration fee paid out of pocket.

Vendor Information:
 17460005378
 Texas A&M Agrilife Extension Service
 PO Box 10420
 College Station, TX 77842

NIGP Class: 963
NIGP Item: 37
Object Class: 203
Reimbursement Type: Not Reimbursable

Grand Total \$60.00

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 Services
Phone	5129366893
Org Code	0430 - Grounds
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.

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