



# PURCHASE ORDER

**PO Number:303-0-0524**

Requisition Number:303-0-01232

**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**

--Select--

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

2222222222  
 Employee Reimbursement -Bailey Gonzalez  
 1711 San Jacinto Blvd  
 Austin, TX 78701  
 Bailey Gonzalez  
 Phone:512-569-3297, Fax:  
 bailey.gonzalez@tfc.state.tx.us

Employee reimbursement to Bailey Gonzalez due to fuel station not accepting voyager card.

Receipt attached.

**Description**

TFC Contact:  
 Bailey Gonzalez  
 512-569-3297  
 Bailey.Gonzalez@tfc.state.tx.us

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Employee reimbursement for fueling a TFC vehicle during TFC site visits on 1/22/2020. The gas station was a pump and pay setup, but ended-up not taking the P-card.	1	1	\$17.63	1/22/2020	1/22/2020	\$17.63

Vendor Information:  
 32036480542

OFLP-1 LTD  
 DBA "OM Food Mart Major Brand Gas"  
 1425 E. 12th St.  
 Austin, TX 78702

**NIGP Class:** 405  
**NIGP Item:** 15  
**Object Class:** 304  
**Reimbursement Type:** Reimbursable

**Grand Total \$17.63**

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 Management and Operations
<b>Program</b>	Warehouse Management
<b>Phone</b>	5125693297
<b>Org Code</b>	1016 - TFC Fleet Maintenance
<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>	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.

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