



# PURCHASE ORDER

**PO Number:303-0-0552**

Requisition Number:303-0-01299

**Order Date: 2/12/2020**

**Released**

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.  
 Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

37217217217.080  
 Governor's Center for Management Development  
 3001 Lake Austin Boulevard, Suite 3.306  
 Austin, TX 78703-4204  
 Steven Kogan  
 Phone:512-475-8100, Fax:  
 gcmd@austin.utexas.edu

Registration Fee to attend the Executive Leadership for Information Technology Excellence.

Reference attached Invoice

TFC Contact:

**Description** David Tarver, (512) 936-2900

Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources.

Exempt Purchase TGC 771 Interagency Agreement.

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Registration fee for David Tarver to attend the Executive Leadership for IT Excellence.	1	EACH	\$2,100.00	3/3/2020	4/24/2020	\$2,100.00

**NIGP Class:** 924

**NIGP Item:** 41

**Object Class:** 203

**Reimbursement Type:** Not Reimbursable

**Notes:** This is a 2 part conference. Dates are March 3-6 and April 21-24, 2020.

**Grand Total \$2,100.00**

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>	Finance
<b>Program</b>	Information Systems
<b>Phone</b>	5129362900
<b>Org Code</b>	0603 - Information Systems
<b>Type of Purchase/PCC Code</b>	' ' Exempt with Specific Legal Cite
<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: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(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.

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