



PURCHASE ORDER

PO Number:303-0-0594

Requisition Number:303-0-01413

Order Date: 2/25/2020

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

Delivery Location

--Select--
 Texas Department of Criminal Justice (TDCJ)
 Mount Pleasant, TX
Show numbers on all papers and packages

Referenced Source or Vendor

800862762
 Northeast Texas Publishing, LP dba Mount Pleasant Tribune
 202 S. Van Buren
 P. O. Box 1177
 Mount Pleasant, TX 75456
 Keilani Cheek
 Phone:(903) 572-1705, Fax:
 Accounting@tribnow.com

Newspaper Advertisement foR RFP#303-1-20687 in Mount Pleasant, TX

Description
 TFC Contact:
 Evelyn Esquivel, (512) 463-6494

****NOTE****
 Vendor must send tear sheet of the advertisement with invoice; payment cannot be made until both tear sheet and invoice are received

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Legal Notice - RFP #303-11-20687 Lease space requirement for the Texas Department of Criminal Justice (TDCJ), in Mount Pleasant, Texas.	1	EA	\$34.00	2/29/2020	3/4/2020	\$34.00

Proposal deadline: April 3, 2020.

Ad to run on the following days:
 Sunday, February 29, 2020
 Wednesday, March 4, 2020

Referenced attached e-mail quote from Joni Craghead dd 2/11/20

NIGP Class: 915

NIGP Item: 71

Object Class: 281

Reimbursement Type: Not Reimbursable

Grand Total \$34.00

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	State Lease Program
Phone	5124636494
Org Code	0804 - Facilities Leasing
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	NA

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.

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