



# PURCHASE ORDER

**PO Number:303-0-0635**

Requisition Number:303-0-01523

**Order Date:** 3/12/2020

**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**

Parking Garage R, Warehouse  
 1706 San Jacinto Blvd.  
 Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

36966966966  
 Texas Correctional Industries  
 PO BOX 4013  
 Huntsville, TX 77342  
 Customer Service  
 Phone:936-437-6048, Fax:936-437-8423  
[tci@tdcj.texas.gov](mailto:tci@tdcj.texas.gov)

Nameplates for new Budget Director Thomas Brown and new Accounting Technician II Jessica Knight.

**Description** TSB Contract No. 665-A2  
 TSB PO No. 20077133

TFC Contact:  
 Whitney Vise, (512) 463-1911

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Name Plate - Color #102 Radiant Gold/Black Lettering Artwork: Texas state seal on left side Name centered on right side: JESSICA KNIGHT Size: L 9" x 3" Adhesive: Velcro	27	inches	\$0.25	3/9/2020	3/31/2020	\$6.75

**NIGP Class:** 665  
**NIGP Item:** 54  
**Object Class:** 334  
**Reimbursement Type:** Not Reimburseable

Name Plate - Color #102 Radiant Gold/Black Lettering	27	inches	\$0.25	3/9/2020	3/31/2020	\$6.75
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Artwork: Texas state seal on left side  
Name centered on right side: THOMAS BROWN  
Size: L 9" x 3"  
Adhesive: Velcro

**NIGP Class:** 665**NIGP Item:** 54**Object Class:** 334**Reimbursement Type:** Not Reimbursable**Grand Total \$13.50**

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>	Fiscal
<b>Phone</b>	5124631911
<b>Org Code</b>	0601 - Fiscal
<b>Type of Purchase/PCC Code</b>	'A' Purchases as Automated Term Contracts using TxSmartBuy
<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.

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