



# PURCHASE ORDER

**PO Number: 303-0-0658**

Requisition Number: 303-0-01506

**Order Date: 3/17/2020**

**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](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**

17426335521  
Hightech Signs  
1707 Hydro Dr.  
Austin, TX 78728  
Phone: 512-832-0000, Fax: 512-832-9677  
[hightech@signsaustin.com](mailto:hightech@signsaustin.com)

**Description** HighTech Signs, PROMP, WO 711912  
TFC Contact: Tony Ontiveros  
512-463-8136  
[Anthony.Ontiveros@tfc.state.tx.us](mailto:Anthony.Ontiveros@tfc.state.tx.us)  
Reference Quote # 48519

**Line Items**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total</b>
HighTech Signs quote # 48519 dated 02/11/2020 to mount signage on the building façade, and signs placed on an interior door and window, PROMP.						
<b>NIGP Class:</b> 801 <b>NIGP Item:</b> 48 <b>Object Class:</b> 334 <b>Reimbursement Type:</b> Reimbursable <b>Notes:</b> Funded by Railroad Commission (455)	1	job	\$4,545.77		8/31/2020	\$4,545.77

**Grand Total \$4,545.77**

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 Design and Construction  
**Program** Minor Construction  
**Phone** 5124638136  
**Org Code** 0822 - Minor Construction  
**Type of Purchase/PCC Code** 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00  
**Work Order Number** 711912

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: \_\_\_\_\_  
Sacharnoski, Mary - CTPM, 5129360647

**(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.

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