



## PURCHASE ORDER

**PO Number:303-0-0765**

*Requisition Number:303-0-01766*

**Order Date: 4/17/2020**

**Ordered**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

### Delivery Location

Other

**Show numbers on all papers and packages**

### Referenced Source or Vendor

17426115501

COUNTY JUDGES AND COMMISSIONERS  
CONFERENCE

500 CHESTNUT ST STE 2000

ABILENE, TX 796021454

Sarah Lazarowitz

Phone:325-673-4822x2121, Fax:325-677-2631

slazarowitz@zacpubs.com

Exhibit booth fee for 98th Annual County Judges and Commissioners Association of Texas Educational Conference held Oct 5-7, 2020

Pricing per attached documentation/invoice.

### Description

TFC Contact:

Elyzabeth Strong

512-463-9709

Elyzabeth.Strong@tfc.state.tx.us

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Booth Registration includes: - Exhibit booth - Admission for two (2) representatives.	1	Booth	\$600.00	10/5/2020	10/7/2020	\$600.00

\*Registration Fee is \$600 for verified state agencies  
(Regular \$700).

**NIGP Class:** 963

**NIGP Item:** 37

**Object Class:** 470

**Reimbursement Type:** Not Reimbursable

**Notes:** Note to Fiscal: split between org codes:

0317-25%

0319-25%

0321-25%

0330-25%

\*Pay from FY20 funds. Need to register and pay now.

Note to Procurement:

Contact Elyzabeth Strong when ready to register.

**Grand Total \$600.00**

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>	Executive
<b>Program</b>	Surplus Property - Federal/State
<b>Phone</b>	5124639709
<b>Org Code</b>	0317 - F S P - San Antonio
<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.

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