



# PURCHASE ORDER

**PO Number:303-0-0897**

Requisition Number:303-0-02153

**Order Date:** 6/16/2020

**Released**

**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

--Select--

Health and Human Services Commission  
Department of Family and Protective Services Commission  
Decatur, TX

**Show numbers on all papers and packages**

### Referenced Source or Vendor

17515597460  
Wise County Messenger  
P. O. Box 149  
Decatur, TX 76234  
Kristi Bennett  
Phone:940-627-5987 , Fax:  
kbennett@wcmessenger.com

Legal Notice for RFP#303-1-20694 in the Wise County Messenger for HHSC & DFPS

Reference attached e-mail quote

TFC Contact:

**Description** 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 #303-1-20694 Lease space requirement for the Health and Human Services (HHSC), Department of Family and Protective Services (DFPS) in Decatur, Texas.	1	ea	\$84.00	6/17/2020	6/24/2020	\$84.00

Proposal deadline is July 21, 2020.

Ad to run: Wednesday, June 17, 2020 and Wednesday,  
June 24, 2020

**NIGP Class:** 915

**NIGP Item:** 71

**Object Class:** 281

**Reimbursement Type:** Not Reimbursable

**Notes:** Two runs:

Wednesday 6/17/20

Wednesday 6/24/20

**Grand Total \$84.00**

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>	Facilities Management and Operations
<b>Program</b>	State Lease Program
<b>Phone</b>	5124636494
<b>Org Code</b>	0804 - Facilities Leasing
<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>	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.

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