



# PURCHASE ORDER

**PO Number: 303-0-0926**

*Requisition Number: 303-0-02181*

**Order Date: 6/29/2020**

**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

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

**Show numbers on all papers and packages**

### Referenced Source or Vendor

17430851307  
V-QUEST OFFICE MACHINES & SUPPLIES LTD  
4159 E STATE HIGHWAY 29 STE A  
GEORGETOWN, TX 786263810  
Michelle Sandoval  
Phone: 512-763-8800, Fax: 512-763-8803  
michelle.sandoval@v-questtx.com

Face Masks for Covid-19

### Description

Reference attached quote

TFC Contact:  
Jayne Steger, (512) 463-1668

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Disposable Face Masks SPIMTFM1	100	Box	\$42.99	6/29/2020	8/28/2020	\$4,299.00

FEMA Terms & Conditions apply

**NIGP Class:** 345  
**NIGP Item:** 72  
**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Notes:** Needed for Covid-19

**Grand Total \$4,299.00**

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** Property Management  
**Phone** 5124631668  
**Org Code** 0477 - Coronavirus Response  
**Type of Purchase/PCC Code** 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00  
**Work Order Number** 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.

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