



# PURCHASE ORDER

**PO Number:303-0-0983**

Requisition Number:303-0-02279

**Order Date: 7/23/2020**

**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

Other  
TEXAS FACILITIES COMMISSION  
FEDERAL SURPLUS PROPERTY PROGRAM  
2103 ACKERMAN ROAD  
SAN ANTONIO , TX 78219  
**Show numbers on all papers and packages**

## Referenced Source or Vendor

1741976051100  
WorkQuest  
1011 EAST 53 1/2 STREET  
Austin, TX 78751  
Robert Olivo  
Phone:512-694-0756, Fax:  
robertolivo@workquesttx.com

Hand sanitizer and dispenser due to COVID-19

**Description** TSB Contract No.485-A1  
TSB Order No.20119450

TFC Contact:  
Dana Reininger, (210)661-2381

## 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>
PURELL, Security Enclosure Dispenser kit, ADX	1	kit	\$195.97	7/23/2020	8/31/2020	\$195.97

NEED FREE REFILLS ~ 6 ea

**NIGP Class:** 485  
**NIGP Item:** 44  
**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Notes:** Delivery Address:  
2826 North Beach St  
Ft Worth, TX 76111  
Org Code = 0319

**Grand Total \$195.97**

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>	2106612381
<b>Org Code</b>	0317 - F S P - San Antonio
<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.

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