



PURCHASE ORDER

PO Number:303-0-1036

Requisition Number:303-0-02380

Order Date: 8/11/2020

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
6506 Bolm Road
Austin, TX 78721

Show numbers on all papers and packages

Referenced Source or Vendor

15926639541
Office Depot, Inc
6600 North Military Trail
Boca Raton, FL 33496
Leslie Garza
Phone:9562795240, Fax:
Leslie.garza@officedepot.com

SPOT BID FAIR: Pressboard Classification File Folders

Description

TFC Contact:
Abianna Daugherty, (512) 463-2688

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Smead Pressboard Classification Folders, 2 Dividers, Letter Size, 100% Recycled, Red Box of 10						
NIGP Class: 615	41	Boxes	\$19.75	8/11/2020	10/11/2020	\$809.75
NIGP Item: 45						
Object Class: 300						
Reimbursement Type: Not Reimbursable						

Grand Total \$809.75

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	Executive
Program	Surplus Property - Federal/State
Phone	5124632688
Org Code	0316 - F S P - Austin Warehouse
Type of Purchase/PCC Code	'F' Purchases of commodities when the total amount is between \$5,000.01 - \$25,000.00
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.

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