



# PURCHASE ORDER

**PO Number:303-0-1042**

Requisition Number:303-0-02495

**Order Date:** 8/13/2020

**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  
Central Services Bldg  
1711 San Jacinto Blvd  
Attn: Tyland Faucette  
AUSTIN, TX 78701

**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

Supply Request - Paper Order

Pricing per attached document.  
Term Contract #: 645-A1  
TX SmartBuy PO#: 20127689

**Description**

TFC Contact:  
Tyland Faucette  
512-463-2533  
Tyland.Faucette@tfc.texas.gov

**Line Items**

| Description  | Qty | Unit | Unit Price | Start Date | End Date | Total      |
|--|-----|------|------------|------------|----------|------------|
| Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty<br>Price Breaks 40-120 Cases. | 40  | CRTN | \$38.64    | 8/13/2020  | 9/2/2020 | \$1,545.60 |
| Bond, premium No. 4 xerographic, dual-purpose,                                   |     |      |            |            |          |            |

suitable for most uses: copier/laser printers/FAX machines/duplicators/mimeograph machines/book printing. Long grain. Moisture proof ream wrapper. Moisture content 5.7% or below. Target brightness: 92. 5000 sheets/CTN.

Commodity Code 64521350104-11

**NIGP Class:** 645

**NIGP Item:** 21

**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Grand Total \$1,545.60**

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>                  | Legal  |
| <b>Program</b>                   | Records Management   |
| <b>Phone</b>                     | 5124632533   |
| <b>Org Code</b>                  | 0206 - Records Management                                  |
| <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: \_\_\_\_\_  
Goll, Heather - CTCD, 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.

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