



PURCHASE ORDER

PO Number:303-0-8046

Requisition Number:303-0-02121

Order Date: 6/10/2020

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

37217217217.091
University of Texas at Austin - Document Solutions
2706 Montopolis Drive
Austin , TX 78741
Greg Hiotchens
Phone:512-232-2597, Fax:
greg.hitchens@austin.utexas.edu

Printed posters for COVID information

Reference email quote

Description

TFC Contact:
Bailey Gonzalez, (512) 569-3273

Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources. Exempt Purchase TGC 771 Interagency Agreement.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
TFC Warehouse on Northeast corner Printed posters for COVID information 16.125 x 25" Permanent Adhesive Vinyl Posters,	10	Each	\$22.40	6/9/2020	6/11/2020	\$224.00

unmounted - 11x17 COVID Signs-v3 – pg22

NIGP Class: 052

NIGP Item: 72

Object Class: 218

Reimbursement Type: Reimbursable

Notes: Justification: Informational posters for CSB
Funding: COVID expense

Oversight Responsibilities: Bailey Gonzalez 512-569-3297

16.125x25" Wall Fabric Posters, unmounted - 11x17
COVID Signs-v3 – pg23

NIGP Class: 052

NIGP Item: 72

Object Class: 218

Reimbursement Type: Reimbursable

Notes: Justification: Informational posters for CSB
Funding: COVID expense

10	Each	\$23.80	6/9/2020	6/11/2020	\$238.00
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Oversight Responsibilities: Bailey Gonzalez 512-569-3297

25 x 9.375" Permanent Adhesive Vinyl Posters,
unmounted Exit and Entrance 11x17 signs pgs 4-7

NIGP Class: 052

NIGP Item: 72

Object Class: 218

Reimbursement Type: Reimbursable

Notes: Justification: Informational posters for CSB
Funding: COVID expense

24	Each	\$13.02	6/9/2020	6/11/2020	\$312.48
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Oversight Responsibilities: Bailey Gonzalez 512-569-3297

Grand Total \$774.48

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	5125693297

Org Code 0477 - Coronavirus Response
Type of Purchase/PCC Code ' ' Exempt with Specific Legal Cite
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.

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