



# PURCHASE ORDER

**PO Number:303-1-0047**

Requisition Number:303-1-00119

**Order Date:** 8/31/2020

**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**

Parking Garage R, Warehouse  
1706 San Jacinto Blvd.  
Attn: Kirk Kuykendall  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

18004623007  
TL ABBOTT INVESTMENTS LLC  
DBA ALPHAGRAPHICS  
2714 WEST AVE  
SAN ANTONIO, TX 782012238  
Vincent Barrera  
Phone:210-344-5200, Fax:210-349-0505  
state@presto-printing.com

Business Cards for (5) Minor Construction Employees.

Pricing and business card templates for each employee are attached.

TXSmartBuy PO#: 20136793

**Description** Term Contract #: 966-A1

TFC Contact:  
Kirk Kuykendall  
512-463-3537  
Kirk.Kuykendall@tfc.texas.gov

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Business Cards for Teionne Woods	1	Box	\$27.50	8/31/2020	9/14/2020	\$27.50

Thermography Printing - One Color, One side  
 Quantity: 250  
 Color: Black  
 Artwork: TFC Black Seal

**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Funded by org code 0822

Business Cards for Terry Craddock

Thermography Printing - One Color, One side  
 Quantity:250  
 Color: Black  
 Artwork: TFC Black Seal

1	Box	\$27.50	8/31/2020	9/14/2020	\$27.50
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**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Funded by org code 0822

Business Cards for Kirk Nunn

Thermography Printing - One Color, One side  
 Quantity:250  
 Color: Black  
 Artwork: TFC Black Seal

1	Box	\$27.50	8/31/2020	9/14/2020	\$27.50
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**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Funded by org code 0822

Business Cards for Glenn Beran

Thermography Printing - One Color, One side  
 Quantity:250  
 Color: Black  
 Artwork: TFC Black Seal

1	Box	\$27.50	8/31/2020	9/14/2020	\$27.50
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**NIGP Class:** 966  
**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Funded by org code 0822

Business Cards for Scott Cummings

1	Box	\$27.50	8/31/2020	9/14/2020	\$27.50
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Thermography Printing - One Color, One side  
 Quantity:250  
 Color: Black  
 Artwork: TFC Black Seal

**NIGP Class:** 966

**NIGP Item:** 07  
**Object Class:** 273  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Funded by org code 0822

**Grand Total \$137.50**

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>	2021
<b>Division</b>	Facilities Design and Construction
<b>Program</b>	Minor Construction
<b>Phone</b>	5124633537
<b>Org Code</b>	0822 - Minor Construction
<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.

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

