



## PURCHASE ORDER

**PO Number:303-1-0056**

*Requisition Number:303-1-00121*

**Order Date: 9/3/2020**

**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  
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

10433908166  
Staples Contract & Commercial, Inc., operating as  
Staples Business Advantage  
500 Staples Drive  
Framingham , MA 01702  
Patricia Cano  
Phone: (512) 426-3074, Fax:  
scchalifax@staples.com

Office Supplies

Pricing per attached document.  
TXMAS Contract #: TXMAS-20-7502  
TX SmartBuy PO#: 21000312

### Description

TFC Contact:  
Dana Reininger  
210-661-2381  
Dana.Reininger@tfc.texas.gov

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Swingline Electric Desktop Stapler Item #: 69008	1	ea	\$118.01	9/3/2020	9/8/2020	\$118.01

**NIGP Class:** 605  
**NIGP Item:** 85  
**Object Class:** 300  
**Reimbursement Type:** Not Reimbursable

Sharpie Permanent Markers Ultra-Fine Point, Red  
 Item #: 37002

<b>NIGP Class:</b> 620	1	doz	\$7.83	9/3/2020	9/8/2020	\$7.83
<b>NIGP Item:</b> 90						
<b>Object Class:</b> 300						
<b>Reimbursement Type:</b> Not Reimbursable						

**Grand Total \$125.84**

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>	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>	'X' Purchases of commodities/services made from SPD TxMAS contracts
<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.

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