PURCHASE ORDER

PO Number:303-1-0169
Requisition Number:303-1-00418

Order Date: 10/9/2020
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

--Select--
Show numbers on all papers and packages

Referenced Source or Vendor

11339543958
Enterprise Training Solutions
120 Bloomingdale Road
White Plains, NY 10605
Ken Gellerman
Phone:914-682-4331, Fax:914-682-9741
kgellerman@enterprisetraining.com

Description

MSOffice Training for Procurement Staff

DIR-CPO-4450

Pricing as per attached quote dated October 2020.

TFC Contact:
Rico Gamino, 512-936-3567

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
StormWind Enduser 12-month Subscription ENDUSER-AA-12MO	5	EA	$200.00	10/15/2020	10/15/2021	$1,000.00

NIGP Class: 208
NIGP Item: 66
Object Class: 243

Reimbursement Type: Not Reimburseable
Notes: Dates are estimates only.

Grand Total **$1,000.00**

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	2021
Division	Finance
Program	Internal Procurement
Phone	5129363567
Org Code	0207 - Internal Procurement
Type of Purchase/PCC Code	'I' DIR Contract Non-Bulk Purchase
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...)