



# PURCHASE ORDER

**PO Number:303-1-0193**

*Requisition Number:303-1-00436*

**Order Date:** 10/16/2020

**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

Other  
1711 San Jacinto Blvd  
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

**Description** TSB Contract No: 645-S1  
TSB Order No. 21013561

TFC Contact:  
Tyland Faucette (512) 463-2533

### Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Paper, Bond, White, Prem No. 4, 20 lb, Letter, Qty Price Breaks 40-120 Cases.	40	CRTN	\$38.64	10/15/2020	12/15/2020	\$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>	2021
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124632533
<b>Org Code</b>	0216 - Office Supply Allocations
<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: \_\_\_\_\_

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.

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