



# PURCHASE ORDER

**PO Number:**

**Order Date:** 11/4/2015

*Requisition Number:*

**Released**

MAIL INVOICE TO AGENCY BELOW

TEXAS FACILITIES COMMISSION  
 FISCAL MANAGEMENT / ACCOUNTS PAYABLE  
 P.O. BOX 13047 Austin, Texas 78711-3047  
 OR  
 email to: [accountspayable@tfc.state.tx.us](mailto:accountspayable@tfc.state.tx.us)

Delivery Location

Referenced Source or Vendor

**Show numbers on all papers and packages**

2222222222  
 Employee Reimbursement - Amanda Jenami  
 1711 San Jacinto Blvd.  
 See line item detail for vendor information  
 Austin, TX 78701  
 Amanda Jenami  
 Phone:512-463-1438, Fax:  
[amanda.jenami@tfc.state.tx.us](mailto:amanda.jenami@tfc.state.tx.us)

<b>Description</b>	Employee Reimbursement for Certified Fraud Examiners (CFE) Annual Dues  TFC Contact: Amanda Jenami, 512-463-1438

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Certified Fraud Examiner Annual Dues for FY 2016 for Amanda Jenami.  Vendor Information: 17425240961 Association of Certified Fraud Examiners Inc 716 West Ave Austin, TX 78701-2727  <b>NIGP Class:</b> 963 <b>NIGP Item:</b> 48 <b>Object Class:</b> 201 <b>Reimbursement Type:</b> Not Reimbursable	1	EA	\$195.00	11/2/2015	7/31/2016	\$195.00

							<b>Grand Total</b>	<b>\$195.00</b>
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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>	2016
<b>Division</b>	Internal Audit
<b>Program</b>	Internal Audit
<b>Phone</b>	5124631438
<b>Org Code</b>	0103 - Internal Audit
<b>Type of Purchase/PCC Code</b>	Services Purchase \$5000 or less - E
<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: \_\_\_\_\_  
 Gamino Jr, Rico - CTPM, 5129363567

**(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 Chapter20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this number order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas

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