# PURCHASE ORDER

**PO Number:** 303-6-0305
*Requisition Number:* *303-6-00592*

**Order Date:** 11/24/2015
**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

Delivery Location

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

Referenced Source or Vendor

33043043042008
TPASS - Comptroller of Public Accounts
Attn: Budget and Internal Accounting
PO Box 13186
Austin, TX 78711-3186
Phone:(512) 463-5355, Fax:
ctp@cpa.texas.gov

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| **Description** | CTCM Classes for Lissi Riedel and Daniel Yen registration substitutions for Leandra Contreras.<br><br>TFC Contact:<br>Lissi Riedel, 512-463-7127<br>Daniel Yen, 512-463-8320<br><br>Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources.<br>Exempt Purchase TGC 771 Interagency Agreement. |

Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|---|---|---|---|---|---|
| CPA Negotiation Skills & Strategies (NSS) Course - January 12-13, 2016<br><br>Attendee: Lissi Riedel substituting for Leandra Contreras<br><br>**NIGP Class:** 924<br>**NIGP Item:** 25<br>**Object Class:** 203<br>**Reimbursement Type:** Not Reimburseable | 1 | EA | $250.00 | 1/12/2016 | 1/13/2016 | $250.00 |

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| CPA Texas Government Contract Management (TGCM) Certification Class - February 8-9, 2016<br><br>Attendee: Lissi Riedel substituting for Leandra Contreras<br><br>**NIGP Class:** 924<br>**NIGP Item:** 25<br>**Object Class:** 203<br>**Reimbursement Type:** Not Reimburseable | 1 | EACH | $250.00 | 2/8/2016 | 2/9/2016 | $250.00 |
| CPA Texas Government Project Management (TGPM) Certification Course - June 7-8, 2016<br><br>Attendee: Daniel Yen substituting for Leandra Contreras<br><br>**NIGP Class:** 924<br>**NIGP Item:** 25<br>**Object Class:** 203<br>**Reimbursement Type:** Not Reimburseable | 1 | EACH | $250.00 | 6/7/2016 | 6/8/2016 | $250.00 |
| | | | | | **Grand Total** | **$750.00** |

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.)

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| **Agency** | TFC |
| **Fiscal Year** | 2016 |
| **Division** | Facilities Design and Construction |
| **Program** | Facilities Design and Construction |
| **Phone** | 5124637127 |
| **Org Code** | 0802 - Project Management |
| **Type of Purchase/PCC Code** | Exempt With Specific Legal Citation - "-" |
| **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: _____
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...)