



PURCHASE ORDER

PO Number:

Order Date: 2/11/2016

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

Delivery Location

Referenced Source or Vendor

--Select--

Show numbers on all papers and packages

37217217217083
 University of Texas at Austin
 Center for Professional Education
 PO BOX 7518
 Austin, TX 78713
 Kamela Syed (kamelasyed@austin.rr.utexas.edu)
 Phone:512-232-4334, Fax:
cpe@austin.utexas.edu

Description	HRM-5001 - Human Resource Management Certificate Program for Desiree Nelson TFC Contact: Desiree Nelson, 512-463-1717 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. Exempt Purchase TGC 771 Interagency Agreement.
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Human Resources Management Certificate Program. Who Should Attend? •HR professionals planning to take the SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) certification exams •HR practitioners seeking professional development to advance their careers Questions?						

Contact Program Coordinator Kamela Syed

512-232-4334
 kamelasyed@austin.utexas.edu

Course Outline

1. HR Competencies

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Relationship Management
- Consultation
- Critical Evaluation
- Global & Cultural Effectiveness
- Communication

2. People

- Talent Acquisition & Retention
- Employee Engagement
- Learning & Development
- Total Rewards

3. Organization

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee Relations
- Technology & Data

4. Workplace

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. only)

5. Strategy

- Business & HR Strategy

NIGP Class: 924

NIGP Item: 25

Object Class: 203

Reimbursement Type: Not Reimbursable

1	Class	\$1,595.00	2/15/2016	6/7/2016	\$1,595.00
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Grand Total \$1,595.00

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	2016
Division	Executive
Program	Human Resources
Phone	5124631717

Org Code	0602 - Human Resources Office
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

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