



PURCHASE ORDER

PO Number:*Requisition Number:***Order Date:** 10/5/2016**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

Parking Garage R, Warehouse
 1706 San Jacinto Blvd.
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

18201009604
 OFFICEMAX INCORPORATED
 263 SHUMAN BLVD
 NAPERVILLE, IL 60563
 STATE OF TEXAS DEDICATED TEAM
 Phone:877-226-6189, Fax:
stateoftexas@officemax.com

Description	
Supply Request - General Supplies	
SmartBuy PO No.: 17009963	
Term Contract: 615-A1	
TFC Contact: Eva Dechene (512) 463-8551 Eva.Dechene@tfc.state.tx.us	

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
OfficeMax - Mouse Pads - Black, 8-7/8" x 1/8" x 7-7/8"						
Item #: E6OM98736 Manufacturer Part #: OM98736						
NIGP Class: 204 NIGP Item: 68 Object Class: 300	20	EACH	\$1.32	10/5/2016	10/7/2016	\$26.40

Reimbursement Type: Not Reimbursable Notes: TIBH - \$2.20/each						
OfficeMax - Economy Stainless Steel Scissors - 8" Straight Handle - Black, 8", Straight, Model No. OM97679 Item #: H3OM97679 Manufacturer Part #: OM97679 NIGP Class: 605 NIGP Item: 69 Object Class: 334 Reimbursement Type: Not Reimbursable Notes: TIBH - \$1.75/each	20	EACH	\$1.10	10/5/2016	10/7/2016	\$22.00
DYMO - LabelWriter Shipping Labels - White, 300, 1/Pack, 2-5 Item #: A530256 Manufacturer Part #: 30256 NIGP Class: 605 NIGP Item: 30 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - \$25.90/box	2	BOX	\$18.33	10/5/2016	10/7/2016	\$36.66
OfficeMax - Prong Fastener - Compressor Only - 100/Box, 2-3/4", Model No. OM97439 Item #: H4OM97439 Manufacturer Part #: OM97439 NIGP Class: 615 NIGP Item: 71 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - \$5.00/box	2	BOX	\$2.83	10/5/2016	10/7/2016	\$5.66
OfficeMax - 8-Digit, Desktop Calculator, OM96125 - 4-19/32" x 5-1/2" x 1", 3-Key, Model No. OM96125 Item #: M1OM96125 Manufacturer Part #: OM96125 NIGP Class: 600 NIGP Item: 16 Object Class: 334 Reimbursement Type: Not Reimbursable Notes: TIBH - \$7.90 (item not exact)	20	EACH	\$3.21	10/5/2016	10/7/2016	\$64.20
Grand Total						\$154.92

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	2017
Division	Legal
Program	Records Management

Phone	(512) 463-8551
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	Automated Term Contract - A
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: _____
Evans, Sarah - CTPM, 5123059269

(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

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