



## PURCHASE ORDER

**PO Number:***Requisition Number:***Order Date:** 10/18/2016**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](mailto:accountspayable@tfc.state.tx.us)

## Delivery Location

--Select--

Embassy Suites & Conference Center  
 1001 E. McCarty Ln.  
 San Marcos, TX 78666

**Show numbers on all papers and packages**

## Referenced Source or Vendor

17417171158  
 SBDC/PTAC-CONTRACT RESEARCH CTR  
 University of Texas at San Antonio  
 215 S. San Saba  
 San Antonio, TX 78207-3113  
 Clara Chavez  
 Phone:(210) 458-2458, Fax:  
 CLARA.CHAVEZ@UTSA.EDU; Ptac@utsa.edu

Description	
	Registration for 2016 Veteran Business Symposium- Texas Facilities Commission HUB Program will be exhibitors at the 2016 Veteran Business Symposium on 10/28/2016.
	Location: Embassy Suites & Conference Center, San Marcos, TX.
	TFC Attendees Yolanda Strey & Jacqueline Todd
	TFC Contacts: Yolanda Strey (512) 475-0453 <a href="mailto:yolanda.strey@tfc.state.tx.us">yolanda.strey@tfc.state.tx.us</a>
	Jacqueline Todd (512) 463-7473 <a href="mailto:Jacqueline.Todd@tfc.state.tx.us">Jacqueline.Todd@tfc.state.tx.us</a>

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Yolanda Strey, HUB Program Coordinator and Jacqui Todd, HUB Assistant will attend the 2016 Veteran Business Symposium, Friday, October 28, 2016, 8-5 pm. Location:						

Embassy Suites & Conference Center, 1001 E. McCarty Ln, San Marcos, TX. Exhibitor booth, \$100.00.  <b>NIGP Class:</b> 971 <b>NIGP Item:</b> 05 <b>Object Class:</b> 470 <b>Reimbursement Type:</b> Not Reimbursable <b>Notes:</b> Will be invoiced. 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.	1	Each	\$100.00	10/28/2016	10/28/2016	\$100.00
<b>Grand Total \$100.00</b>						

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>	2017
<b>Division</b>	Finance
<b>Program</b>	HUB
<b>Phone</b>	(512) 463-7473
<b>Org Code</b>	0205 - H U B
<b>Type of Purchase/PCC Code</b>	Exempt With Specific Legal Citation - "-"
<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: \_\_\_\_\_

**(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

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