



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 11/21/2016**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.
 Attn: Jenny Ruiz, 512-463-2533
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

18201009604
 OFFICEMAX INCORPORATED
 263 SHUMAN BLVD
 NAPERVILLE, IL 60563
 Joe Galea
 Phone:877-226-6189, Fax:
stateoftexas@officemax.com

Description
DVD's, Key-tags, and Pens 615-A1 Term Contract SmartBuy PO 17036677

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Memorex - DVD+R Disc Spindle - 4.7GB/120 Minutes, 100/Pack Item #: S705621 Manufacturer Part # 5621 NIGP Class: 207 NIGP Item: 30 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - \$27.43 50 Spindle	1	PKG	\$27.62	11/21/2016	12/2/2016	\$27.62
Avery - Metal Rim Key Tags - 50/Pack, 1-1/4" Dia. Item #: A511025 Manufacturer Part #: 11025						

NIGP Class: 080 NIGP Item: 38 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Item not available	1	PKG	\$5.16	11/21/2016	12/2/2016	\$5.16
Paper Mate - Profile Elite Retractable Ballpoint Pens - Blue Item #: N11776373 Manufacturer Part #: 1776373 NIGP Class: 620 NIGP Item: 80 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - \$10.60/Doz	50	DOZ	\$8.87	11/21/2016	12/2/2016	\$443.50
Grand Total						\$476.28

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	5124632533
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: _____

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

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