# PURCHASE ORDER

**PO Number:303-7-0312**
*Requisition Number:303-7-00750*

**Order Date:** 12/14/2016
**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

17605333925
SUMMUS INDUSTRIES, INC.
77 Sugar Creek Center Blvd
Suite 420
Sugar Land, TX 77478
Heather Nicholls
Phone:(281) 640-1765, Ext. 109, Fax:(281) 640-1766
heather.nicholls@summusindustries.com

**Description** OptiPlex 7040 MFF

## Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|---|---|---|---|---|---|
| OptiPlex 7040 MFF (210-AFGG)<br><br>**NIGP Class:** 204<br>**NIGP Item:** 60<br>**Object Class:** 378<br>**Reimbursement Type:** Not Reimburseable<br>**Notes:** Computer for New Conference Room in FDC area. | 1 | EA | $750.00 | 12/14/2016 | 1/14/2017 | $750.00 |
| | | | | | **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.)

| | |
|---|---|
| **Agency** | TFC |
| **Fiscal Year** | 2017 |
| **Division** | Facilities Design and Construction |
| **Program** | Facilities Design and Construction |
| **Phone** | 5124638714 |
| **Org Code** | 0802 - Project Management |
| **Type of Purchase/PCC Code** | DIR Contracts - I |
| **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: _____

Ehlert, Richard - CTPM, 5124630209

**(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...)