



PURCHASE ORDER

PO Number:303-8-0034

Requisition Number:303-8-00125

Order Date: 8/30/2017

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; Laura Hall
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

37217217217.091
 University of Texas at Austin - Document Solutions
 2706 Montopolis Drive
 Austin , TX 78741
 Richard Beto/Jeff Blue
 Phone:512-232-2437, Fax:512-471-1876
jblue@austin.utexas.edu

EXEMPT WITH SPECIFIC LEGAL CITE:
 TGC771 INTERAGENCY COOPERATION ACT

Description

5 Signs for State Lot 7

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
24" X 22.5" Signs 3mm White PVC Direct Print of two colors (red and black) Single-Sided For the purpose of posting limited hours of use until lot is fully closed. Laminated w/ Grommets on each corner (4-for posting)	5	EACH	\$39.00	8/30/2017	9/1/2017	\$195.00

NIGP Class: 966

NIGP Item: 57**Object Class:** 334**Reimbursement Type:** Not Reimbursable**Notes:** CONTACT LAURA HALL FOR QUESTIONS WITH QUOTE. SHE WAS THE ONE WHO OBTAINED IT.

Digital Set Up for Signs

NIGP Class: 963**NIGP Item:** 39**Object Class:** 334**Reimbursement Type:** Not Reimbursable

Shipping

NIGP Class: 962**NIGP Item:** 86**Object Class:** 334**Reimbursement Type:** Not Reimbursable

1	FEE	\$25.00	8/30/2017	9/1/2017	\$25.00
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1	LOT	\$15.00	8/30/2017	9/1/2017	\$15.00
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Grand Total \$235.00

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	2018
Division	Facilities Design and Construction
Program	Facilities Design and Construction
Phone	512.463.9456
Org Code	8001 - Capital Project PM – CMA & Master Architect
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