



# PURCHASE ORDER

**PO Number:**

*Requisition Number:*

**Order Date:** 9/25/2017

**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](mailto:accountspayable@tfc.state.tx.us)

Delivery Location

Parking Garage R, Warehouse  
 1706 San Jacinto Blvd.  
 Attn: Tracy Wehmeyer, 512-463-8170  
 Austin, TX 78701

**Show numbers on all papers and packages**

Referenced Source or Vendor

17425819772  
 USA Training Company Inc.  
 8871 Tallwood Drive  
 Ausitn, TX 78759  
 Sarah Jacobs  
 Phone:512-346-2132, Fax:512-346-0431  
[sjacobs@usatraining.com](mailto:sjacobs@usatraining.com)

<b>Description</b>	Drivers Safety training materials and certificates.  Pricing as per attached invoice 264-0911 dated 09/11/2017.  TFC Contact: Tracy Wehmeyer, 512-463-8170
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Driver Safety DVD for Training Purposes  <b>NIGP Class:</b> 785 <b>NIGP Item:</b> 46 <b>Object Class:</b> 243 <b>Reimbursement Type:</b> Not Reimburseable	1	EA	\$462.50	9/25/2017	10/31/2017	\$462.50
Driver Safety Certificates for training purposes.  <b>NIGP Class:</b> 785 <b>NIGP Item:</b> 46 <b>Object Class:</b> 243	300	EA	\$3.00	9/25/2017	10/31/2017	\$900.00

<b>Reimbursement Type:</b> Not Reimbursable						
<b>Grand Total</b>						<b>\$1,362.50</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>	2018
<b>Division</b>	Executive
<b>Program</b>	Security and Safety Programs
<b>Phone</b>	5124638170
<b>Org Code</b>	0104 - Security and Safety Programs
<b>Type of Purchase/PCC Code</b>	Commodity Purchase \$5000 or less - E
<b>Work Order Number</b>	NA

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, CTCM, 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 Chapter 20, 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

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