



PURCHASE ORDER

PO Number: 303-8-0082

Requisition Number: 303-8-00225

Order Date: 9/26/2017

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

Insurance Warehouse
 7915 Cameron Road
 Austin, TX 78754

Show numbers on all papers and packages

Referenced Source or Vendor

13647408940
 Legacy Arbor Care, LLC
 P.O. Box 998
 Cedar Park, TX 78630
 Brent Frazier
 Phone: 512-971-5564, Fax:
brent@legacyarbor.com

Description INW-Prune trees for building clearance.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
BUILDING: INW	1	job	\$300.00	9/26/2017	12/30/2017	\$300.00
DESCRIPTION: Prune trees for building clearance.						
JUSTIFICATION: Prune for building clearance to assist in preventing pests from entering the building.						
FUNDING: Chargeable to #454-TDI						
CONTRACT TERM: November 30, 2017						
OVERSIGHT RESPONSIBILITIES:						

Leslie Bowman 512-936-6893

"Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor."

NIGP Class: 988

NIGP Item: 88

Object Class: 271

Reimbursement Type: Reimbursable

Notes: Chargeable to #454

Grand Total \$300.00

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	Planning and Real Estate Mgmt
Program	Property Services
Phone	5129366893
Org Code	0430 - Grounds
Type of Purchase/PCC Code	Services Purchase \$5000 or less - E
Work Order Number	598592

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



PO Box 998
Cedar Park, TX 78630

ESTIMATE

ADDRESS

Leslie Bowman
Texas Facilities Commission
1711 San Jacinto Blvd.
Austin, TX 78701

ESTIMATE # 5138

DATE 09/12/2017

PROPERTY NAME

INW - 7915 Cameron Rd

ACTIVITY	AMOUNT
Tree prune Prune trees 4-6 feet away from building. Chip and haul away all debris.	300.00
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TOTAL	\$300.00

Accepted By

Accepted Date

Office: 512 971-5070 ~ Email: brenna@legacyarbor.com

We accept Visa, Mastercard, American Express and Discover

