



# PURCHASE ORDER

**PO Number:**

*Requisition Number:*

**Order Date:** 11/8/2017

**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: Rico Gamino, 512-936-3567  
 Austin, TX 78701

**Show numbers on all papers and packages**

Referenced Source or Vendor

36966966966  
 Texas Correctional Industries  
 PO BOX 4013  
 Huntsville, TX 77342  
 Jeannette Alford  
 Phone:936-928-3112, Fax:936-437-8423  
[tci@tdcj.texas.gov](mailto:tci@tdcj.texas.gov)

<b>Description</b>	Name Plate for New Employee 665-A2 Term Contract SmartBuy PO 18041151

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
State of Texas name plate for new employee Richard Allen						
State of Texas Name Plate Size: 9" X 3" Rounded Corners Velcro Adhesive on Back State Seal Silk Screened on Left-Hand Side Metallex #102 Radiant Gold/Black Letter Style: Optima .25 sq. in. Name: RICHARD ALLEN	27	Sq. In.	\$0.25	11/8/2017	12/1/2017	\$6.75
<b>NIGP Class:</b> 665 <b>NIGP Item:</b> 54 <b>Object Class:</b> 334 <b>Reimbursement Type:</b> Not Reimbursable						

<b>Notes:</b> Commodity Code: 6655422106-23						
						<b>Grand Total</b>
						<b>\$6.75</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>	Human Resources
<b>Phone</b>	5124639996
<b>Org Code</b>	0602 - Human Resources Office
<b>Type of Purchase/PCC Code</b>	Automated Term Contract - A
<b>Work Order Number</b>	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, 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 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

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