PURCHASE ORDER

PO Number: 303-8-0198

Requisition Number: *303-8-00625*

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

Delivery Location

--Select--
Show numbers on all papers and packages

Referenced Source or Vendor

22222222222
Employee Reimbursement - Richard Allen
1711 San Jacinto Blvd.
Austin, TX 78701
Richard Allen
Phone:512-463-3433, Fax:
richard.allen@tfc.state.tx.us

Description	Employee Reimbursement for criminal background fingerprinting service. TFC Contact: Catherine Camp, 512-463-9996 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.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Employee Reimbursement for IdentoGO criminal background check fingerprinting services for Richard Allen. Vendor Information: 12743888070 Morphotrust USA 6840 Carothers Pkwy Ste 650 Franklin, TN 37067 Customer Service Phone:877-512-6962, Fax:615-871-0845	1	EA	$37.78	9/27/2017	9/27/2017	$37.78

NIGP Class: 961 **NIGP Item:** 30 **Object Class:** 210 **Reimbursement Type:** Not Reimburseable **Notes:** Authorization code provided by MorphoTrust did not work						
					Grand Total	**$37.78**

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	Executive
Program	Human Resources
Phone	5124639996
Org Code	0602 - Human Resources Office
Type of Purchase/PCC Code	Services Purchase $5000 or less - E
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: _____
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...)