



# PURCHASE ORDER

**PO Number: 303-8-0257**  
 Requisition Number: 303-8-00645

**Order Date: 12/4/2017**  
**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**

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

**Referenced Source or Vendor**

33133133133  
 Department of Information Resources  
 PO Box 13564  
 Austin, TX 78711  
 Laura Muncey  
 Phone: 512-463-3579, Fax:  
[Laura.muncey@dir.texas.gov](mailto:Laura.muncey@dir.texas.gov)

**Description** EXEMPT WITH SPECIFIC LEGAL CITE:  
 TGC771 INTERAGENCY COOPERATION ACT  
 Speaker phone in Capitol Complex Project Management conference room.

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Speaker phone in Capitol Complex Project conference room.						
Line installation and phone bill for 48 months						
Fiscal - Please encumber to 8000	1	LOT	\$2,500.00	9/1/2017	8/31/2021	\$2,500.00
<b>NIGP Class:</b> 915 <b>NIGP Item:</b> 76 <b>Object Class:</b> 894 <b>Reimbursement Type:</b> Not Reimbursable						

**Grand Total \$2,500.00**

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.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2018
<b>Division</b>	Facilities Design and Construction
<b>Program</b>	Facilities Design and Construction
<b>Phone</b>	512.463.9456
<b>Org Code</b>	8000 - NAC/Capitol Complex Pre-Construction Services
<b>Type of Purchase/PCC Code</b>	Exempt With Specific Legal Citation - "-"
<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: \_\_\_\_\_  
Ehlert, Richard - CTPM, CTCM, 5124630209

**(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

(-)

**TERMS AND CONDITIONS: ITEMS BELOW APPLY TO AND BECOME A PART OF BID. ANY EXCEPTIONS THERETO MUST BE IN WRITING**

#### I. INTRODUCTION.

**1.1. GENERAL.** These Terms and Conditions shall apply for goods and services including without limitation any Invitation for Bid, Request for Offer, Request for Qualifications, and Request for Proposal (hereinafter referred to collectively as "solicitations") offered by the Texas Facilities Commission (hereinafter referred to as "TFC") and any purchase order issued by TFC (hereinafter referred to as "Purchase Order"). The term "Respondent" shall mean any party who responds to a solicitation for goods and services offered by TFC. The term "Vendor" shall mean the party listed as vendor on the purchase order.