



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 12/11/2017

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

Parking Garage R, Warehouse
 1706 San Jacinto Blvd.
 Attn: Jenny Ruiz, 512-463-2533
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17426952606
 PDME Inc
 P D Morrison Enterprises Inc DBA
 1120 Toro Grande Dr, Bldg. 2, Ste 208
 Cedar Park, TX 78613-6974
 Customer Service
 Phone:512-335-7173, Fax:512-219-0901
service@pdme.com

Description	<p>General Office Supply Order</p> <p>Pricing as per attached screenprint from 12/01/2017.</p> <p>TFC Contact: Jenny Ruiz, 512-463-2533</p>

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Hardboard Clipboard, 1" Capacity, Holds 8 1/2 x 11, Brown Item #: UNV 40304 NIGP Class: 615 NIGP Item: 25 Object Class: 300 Reimbursement Type: Not Reimburseable Notes: TIBH - Hardboard not available, plastic is \$7.22 SmartBuy - Not available	10	Each	\$1.19	12/11/2017	12/15/2017	\$11.90

General-Purpose Box Sealing Tape, 48mm x 54.8m, 3" Core, Clear, 6/Pack Item #: UNV 63000 NIGP Class: 832 NIGP Item: 63 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not Available 832-A1 - \$2.94/RL	2	PKG	\$4.84	12/11/2017	12/15/2017	\$9.68
Docket Gold Planner, 8 1/2 x 6 3/4 Item #: TOP 63754 NIGP Class: 785 NIGP Item: 73 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available SmartBuy - Not available	30	EA	\$5.22	12/11/2017	12/15/2017	\$156.60
R3027 Compatible Ribbon, Black/Red Item #: DPS R3027 NIGP Class: 610 NIGP Item: 35 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available R3027 Compatible Ribbon	2	EA	\$1.84	12/11/2017	12/15/2017	\$3.68
LabelWriter Address Labels, 1 1/8 x 3 1/2, White, 130 Labels/Roll, 2 Rolls/Pack Item #: DYM 30251 NIGP Class: 615 NIGP Item: 51 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available TXMAS - \$10.40/Box	30	BOX	\$7.18	12/11/2017	12/15/2017	\$215.40
Grand Total						\$397.26

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	Legal
Program	Records Management
Phone	5124632533
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	Commodity 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

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