



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 1/22/2018

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.
 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	General Office Supplies Pricing as per online shopping cart. TFC Contact: Jenny Ruiz, 512-463-2533
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Carabiner-Style Retractable ID Card Reel, 30" Extension, Smoke, 12/Pack Item #: AVT 75551 NIGP Class: 080 NIGP Item: 44 Object Class: 300 Reimbursement Type: Not Reimburseable Notes: TIBH - Not Available	8	Pack	\$25.40	1/22/2018	2/2/2018	\$203.20
Scratch Pads, Unruled, 3 x 5, White, 100 Sheets, 12/Pack						

<p>Item #: UNV 35613</p> <p>NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available Smartbuy - \$10.82</p>	5	Pack	\$5.04	1/22/2018	2/2/2018	\$25.20
<p>Scratch Pads, Unruled, 5 x 8, White, 12 100 Sheet Pads/Pack</p> <p>Item #: UNV 35615</p> <p>NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available Smartbuy - Not available</p>	5	Pack	\$11.95	1/22/2018	2/2/2018	\$59.75
<p>Refill Ink for Clik! & Universal Stamps, 7ml-Bottle, Black</p> <p>Item #: USS IK60</p> <p>NIGP Class: 615 NIGP Item: 77 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available Smartbuy - Not available</p>	3	Each	\$2.85	1/22/2018	2/2/2018	\$8.55
<p>Trodat Economy Stamp, Dater, Self-Inking, 1 5/8 x 3/8, Black</p> <p>Item #: USS E4820</p> <p>NIGP Class: 615 NIGP Item: 77 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available Smartbuy - Not available Linda Travers TSD/TSBVI Employee</p>	2	Each	\$8.10	1/22/2018	2/2/2018	\$16.20
<p>Exact Index Card Stock, 90lb, 94 Bright, 8 1/2 x 11, White, 250 Sheets</p> <p>Item #: WAU 40311</p> <p>NIGP Class: 645 NIGP Item: 31 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - Not available</p>	3	Pack	\$7.40	1/22/2018	2/2/2018	\$22.20
<p>Single-Ply Thermal Paper Rolls, 2 1/4" x 85 ft, White, 3/Pack</p> <p>Item #: UNV 35761</p> <p>NIGP Class: 615 NIGP Item: 03 Object Class: 300 Reimbursement Type: Not Reimbursable</p>	5	Pack	\$1.67	1/22/2018	2/2/2018	\$8.35

Notes: TIBH - Not available						
Natural Rubber Mouse Pad, Black Item # IVR 52448						
NIGP Class: 204 NIGP Item: 68 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: TIBH - \$2.26	20	Each	\$1.24	1/22/2018	2/2/2018	\$24.80
Grand Total						\$368.25

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

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