# PURCHASE ORDER

**PO Number:** 303-8-0405
*Requisition Number:* 303-8-01112

**Order Date:** 2/8/2018
**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

--Select--
Department of Family and Protective Servcies (DFPS)
Sherman, TX
***Show numbers on all papers and packages***

Referenced Source or Vendor

17107918280
Herald Democrat (Stephens Newspapers, LLC)
P. O. Box 1128
Sherman, TX 75091
Jeanine Sewell
Phone:903-893-8181 x:, Fax:
jsewell@heralddemocrat.com

| | |
|---|---|
| **Description** | Legal Notice for RFP#303-9-20627 in Sherman - Herald Democrat<br><br>TFC Contact:<br>Evelyn Esquivel @ (512) 463-6494<br><br>**NOTE**<br>Vendor must send tear sheet of the advertisement with invoice; payment cannot be made until both tear sheet and invoice are received. |

Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|---|---|---|---|---|---|
| Legal Notice - RFP #303-9-20627 Lease space requirement for the Department of Family and Protective Services (DFPS), In Sherman, Texas. Proposal deadline is March 13, 2018.<br><br>Ad to run: Wednesday, February 14, 2018 and Sunday, February 18, 2018.<br><br>Referenced attached e-mail quote from Jeanine Sewell dated 02/07/2018.<br><br>**NIGP Class:** 918<br>**NIGP Item:** 71<br>**Object Class:** 281 | 1 | EA | $50.60 | 2/14/2018 | 2/18/2018 | $50.60 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Reimbursement Type:** Not Reimburseable | | | | | | |
| | | | | | **Grand Total** | **$50.60** |

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.)

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|---|---|
| **Agency** | TFC |
| **Fiscal Year** | 2018 |
| **Division** | Planning and Real Estate Mgmt |
| **Program** | State Lease Program |
| **Phone** | 5124636494 |
| **Org Code** | 0804 - Facilities Leasing |
| **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...)