



PURCHASE ORDER

PO Number:

Order Date: 3/16/2018

Requisition Number:

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: Jacqueline Todd, 512-463-7473
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17427993542
 Caprice Productions
 193 Sable Lane
 San Antonio, TX 78217
 Kristen Muscillo
 Phone:210-832-8282, Fax:210-930-4454
kristen@capriceproductions.com

Description	Tabletop Banner and Table Runner for Use by the HUB Program at Events Pricing as per attached estimate 5091KM dated 03/05/2018. TFC Contact: Jacqueline Todd, 512-463-7473
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
24" X 72" Dye Sublimated Table Runner - Pantone 653 C Texas Facilities Commission Seal Setup Waived \$90.00 Freight - \$21.25 NIGP Class: 850 NIGP Item: 76 Object Class: 334 Reimbursement Type: Not Reimburseable	1	EA	\$111.25	3/16/2018	5/16/2018	\$111.25
9.38 in (W) X 17.75 (H) X 4 in (D) Table Top Banner						

HUB Program art \$53.00 Setup: Full color - \$20.00 Freight - \$31.25	1	EA	\$104.25	3/16/2018	5/16/2018	\$104.25
NIGP Class: 350 NIGP Item: 10 Object Class: 334 Reimbursement Type: Not Reimbursable						
Grand Total						\$215.50

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	Finance
Program	HUB
Phone	5124637473
Org Code	0205 - H U B
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

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