



PURCHASE ORDER

PO Number:

Requisition Number:

Order Date: 3/23/2018

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.
 Attn: Glenn Garvey, 512-475-2488
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

12238746650
 R W Gonzalez Office Products Inc.
 600 Congress Ave
 14th Floor
 Austin, TX 78701
 Mary Carneiro
 Phone:512-300-2400, Fax:
support@gonzalezop.com

Description	TFC Notebooks for IT Pricing as per attached Proposal 111659 dated 03/12/2018. TFC Contact: Glenn Garvey, 512-475-2488
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Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Pedova Large Journal, 125 Page with Page Markers and Pen Loop 7" x 10" - Item: SKU #: 2700-03NY Specifications: - Product Color: Navy - Imprint Color/s: None - Imprint Method: Deboss See attached Artwork	36	EA	\$9.25	3/23/2018	4/30/2018	\$333.00

<p>NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable</p>						
<p>Set Up Fee</p> <p>NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable Notes: Printer to use attached PDF of TFC seal</p>	1	EA	\$67.50	3/23/2018	4/30/2018	\$67.50
<p>Freight Charge</p> <p>NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable</p>	1	EA	\$67.50	3/23/2018	4/30/2018	\$67.50
Grand Total						\$468.00

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.)

Agency	TFC
Fiscal Year	2018
Division	Finance
Program	Information Systems
Phone	5124752488
Org Code	0603 - Information Systems
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

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