



PURCHASE ORDER

PO Number:*Requisition Number:***Order Date:** 5/11/2018**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: Jenny Ruiz, 512-463-2533
 Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17427623859
 Wilton's Officeworks
 181 N. Earl Rudder Frwy
 Bryan, TX 77802
 Kathy Graves
 Phone:979-268-0062, Fax:979-268-0011
kgraves@wiltons.com

Description	<p>2018 Spot Bid Fair Award</p> <p>Pricing as per bid submitted at Spot Bid Fair held in Irving, TX on May 7-8, 2018.</p> <p>Part number as per submitted bid. No substitutions!</p> <p>TFC Contact: Jenny Ruiz, 512-936-3567</p>

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Self-Stick Note Pads, 3 x 5, Yellow, 100-Sheet, 12/Pack Item #: UNV 35672						
NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable	50	Pack	\$3.00	5/11/2018	5/18/2018	\$150.00
Wirebound Memo Books, Narrow Rule, 5 x 3, Orange, 12 50 Sheet Pads/Pack Item#: UNV 20435						

NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable	50	Pack	\$7.00	5/11/2018	5/18/2018	\$350.00
Hanging File Folders, 1/3 Tab, 11 Point Stock, Letter, Standard Green, 25/Box Item# : UNV 14113 NIGP Class: 615 NIGP Item: 43 Object Class: 300 Reimbursement Type: Not Reimbursable	10	Box	\$5.20	5/11/2018	5/18/2018	\$52.00
Color File Folders, Letter Size, 1/3 Cut, Blue, Box Of 100 Item #: UNV10501 NIGP Class: 615 NIGP Item: 45 Object Class: 300 Reimbursement Type: Not Reimbursable	5	Box	\$8.85	5/11/2018	5/18/2018	\$44.25
Spiral Bound Notebook, Perforated, College Rule, 11 x 8, White, 100 Sheets Item #: UNV66600 NIGP Class: 615 NIGP Item: 62 Object Class: 300 Reimbursement Type: Not Reimbursable	100	Each	\$1.55	5/11/2018	5/18/2018	\$155.00
Desk Highlighter, Chisel Tip, Fluorescent Yellow, Dozen Item #: UNV 08861 NIGP Class: 620 NIGP Item: 90 Object Class: 300 Reimbursement Type: Not Reimbursable	5	Dozen	\$2.35	5/11/2018	5/18/2018	\$11.75
Grand Total						\$763.00

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	Legal
Program	Records Management
Phone	5124632533
Org Code	0216 - Office Supply Allocations
Type of Purchase/PCC Code	Commodity Purchase \$5000.01 thru \$25000 - F
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

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