



# PURCHASE ORDER

**PO Number: 303-8-0769**

Requisition Number: 303-8-02060

**Order Date: 6/26/2018**

**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](mailto:accountspayable@tfc.state.tx.us)

**Delivery Location**

--Select--

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

14107600000  
United States Postmaster - Capitol Station Post Office  
111 E 17th Street  
Austin, TX 78711-9998  
Postmaster  
Phone: 512-477-2035, Fax:

FY 2018/2019 USPS Post Office Box Rental

TFC Contact:  
Eva Dechene, 512-463-8551

**Description**

Sec. 2155.084 PURCHASES FROM FEDERAL GOVERNMENT.

(a) The commission or the governing body of an institution of higher education may negotiate purchases of goods of any kind needed by a state agency or the institution of higher education with the appropriate agency of the federal government. The governing body of an institution of higher education may act under this section either directly or through the commission or another state agency.

**Line Items**

<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total</b>
USPS Post Office Box Rental Renewal for: PO Box 13047, Austin 78711 and Post Office Caller Service Fee @ Capitol Station, Austin TX	1	year	\$1,914.00	7/1/2018	6/30/2019	\$1,914.00
Includes Caller Service to allow Comptroller's - TPASS						

Mail Operations personnel to pick up mail from P.O. box on behalf of TFC.

TFC Primary Contact: Eva Dechene, 512-463-8551

**NIGP Class:** 985

**NIGP Item:** 60

**Object Class:** 291

**Reimbursement Type:** Not Reimbursable

**Notes:** Once warrant is issued, email Records@tfc.state.tx.us for pickup and delivery to Capitol Station. Receipt will be provided to Accounts Payable.

Per payment instructions,

- due date 06/30/2018

- payments are to be made to the attention of the Postmaster at the 111 E 17th Street, Austin, TX 78701 address.

- if payment is not received by due date, access to PO Box will be blocked and caller services will be limited. If payment is not received by the 10th day after due date, PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, a handling fee to reopen box will be charged.

Payment envelope received 06/11/2018.

**Grand Total \$1,914.00**

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.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2018
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124638551
<b>Org Code</b>	0206 - Records Management
<b>Type of Purchase/PCC Code</b>	Exempt With Specific Legal Citation - "-"
<b>Work Order Number</b>	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

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