



# PURCHASE ORDER

**PO Number: 303-8-0869**

Requisition Number: 303-8-02379

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

**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](mailto: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**

10433908166  
Staples Contract & Commercial, Inc., operating as  
Staples Business Advantage  
500 Staples Drive  
Framingham, MA 01702  
Patricia Cano  
Phone: (512) 426-3074, Fax:  
[scchalifax@staples.com](mailto:scchalifax@staples.com)

**Description** Staples and 2-Hole Punches  
615-A1 Term Contract  
SmartBuy PO 18180255

**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>
Stapler, Full Strip, 1/4", 20 Sheets Capacity	30	Each	\$3.56	8/8/2018	8/10/2018	\$106.80

Item #: 60588404897

Manufacturer #: 327002-1837466

**NIGP Class:** 605

**NIGP Item:** 88

**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Notes:** TIBH - Not available

Punch, Two Hole, Heavy Duty, 25 Sheets

Item #: 60567431082

Manufacturer #: 573115-1837466

**NIGP Class:** 605

10 Each \$8.67 8/8/2018 8/10/2018 \$86.70

**NIGP Item:** 67

**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Notes:** TIBH - Not available

**Grand Total \$193.50**

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.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2018
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124632533
<b>Org Code</b>	0216 - Office Supply Allocations
<b>Type of Purchase/PCC Code</b>	Automated Term Contract - A
<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 Chapter 20, 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

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