



PURCHASE ORDER

PO Number:303-9-0097
 Requisition Number:303-9-00323

Order Date: 9/25/2018
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

John H. Winters Building
 701 W. 51st Street
 Austin, TX 78751

Show numbers on all papers and packages

Referenced Source or Vendor

12013214858
 Morris Glass Company, Inc.
 3575 Rocking J Road
 Round Rock, TX 78664
 Jennifer Crews
 Phone:512-835-7575 x 104, Fax:512-310-9088
 jcrews@morrisglasstx.com

Description JHW - Replace Broken Window

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Building: JHW	1	Job	\$4,270.00	9/25/2018	12/31/2018	\$4,270.00

Location: 1st Floor

Description: Replace Broken Window

Work Order #:649655

Justification: Hazard for Tennent due to broken glass

Funding (Pick One): HB3042

Contract Term (Work must be complete by date):

ASAP

Oversight Responsibilities: Robert Goodwin 512-844-3890

NIGP Class: 910**NIGP Item:** 79**Object Class:** 266**Reimbursement Type:** HB3042**Grand Total \$4,270.00**

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	2019
Division	Planning and Real Estate Mgmt
Program	Property Management
Phone	5124630024
Org Code	0442 - Facility Maintenance
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	649655

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: _____

Ehlert, Richard - CTPM, CTCM, 5124630209