



# PURCHASE ORDER

**PO Number:303-9-0114**

*Requisition Number:303-9-00362*

**Order Date: 9/27/2018**

**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**

Other  
Central Services Building  
1711 San Jacinto Blvd.  
Back North Receiving Dock  
Attn: Eva Dechene, 512-463-8551  
Austin, TX 78701

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

17419760511  
WorkQuest (Formerly TIBH)  
TIBH 1011 EAST 53 1/2 STREET  
AUSTIN, TX 78751  
Audrey Cedillo  
Phone:512-451-8145, Fax:512-450-5519  
Smartbuy@Tibh.Org

**Description** Agency Paper Order  
645-A1 Term Contract  
SmartBuy PO 19003104

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Paper, Bond, Recycled, Premium No. 4, 20 lb., 8-1/2" x 11", 500 Sheets/Pkg, 10 Pkgs/CS, Freight Included, Skilcraft Multipurpose, 92 Brightness, 88 Opacity, White, 5,000 sheets per carton, Contains 30% post-consumer recycled content, Meets North American government standards for post-consumer recycled fiber, Suitable for high volume copiers, desktop printers, plain paper fax machines, Laser and inkjet guaranteed, SFI Certified Sourcing, Made with Elemental Chlorine Free (ECF) fiber content, Manufactured under alkaline (acid-free) conditions	40	CRTN	\$39.32	9/27/2018	10/17/2018	\$1,572.80

for increased longevity and performance.

**NIGP Class:** 645

**NIGP Item:** 21

**Object Class:** 300

**Reimbursement Type:** Not Reimbursable

**Grand Total \$1,572.80**

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>	2019
<b>Division</b>	Legal
<b>Program</b>	Records Management
<b>Phone</b>	5124638551
<b>Org Code</b>	0216 - Office Supply Allocations
<b>Type of Purchase/PCC Code</b>	'A' Purchases as Automated Term Contracts using TxSmartBuy
<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

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