PURCHASE ORDER

PO Number:303-9-0321
Requisition Number:303-9-00884

Order Date: 12/12/2018
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

Texas School for the Blind and Visually Impaired
1100 W. 45th Street
Austin, TX 78756
Show numbers on all papers and packages

Referenced Source or Vendor

13647408940
Legacy Arbor Care, LLC
P.O. Box 998
Cedar Park, TX 78630
Brenna Frazier
Phone:512-971-5564, Fax:
brent@legacyarbor.com

Description Per estimate, remove (3) declining pine trees.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Org Code: 0430 Vendor: Legacy Arbor Care Vendor Contact Name: Brent Frazier, (512)971-5564 Vendor Phone Number: (512)971-5564 Vendor Email: brent@legacyarbor.com; Delivery Address: P.O. Box 998, Cedar Park Requisition Amount: $600.00 Building: TBVI Location: Along west fence line and west of elementary Description: Per estimate, remove (3) declining pine trees. Work Order #: 666700	1	job	$600.00	12/12/2018	2/28/2019	$600.00

Justification: Required to remove nearly dead trees that will become a safety concern.
Funding (Pick One): Not Reimbursable
Contract Term (Work must be complete by date):
February 28, 2019
Oversight Responsibilities: Leslie Bowman, 512-936-6893

NIGP Class: 988
NIGP Item: 88
Object Class: 338
Reimbursement Type: Not Reimburseable

Grand Total $600.00

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 Services
Phone	5129366893
Org Code	0430 - Grounds
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between $0.00 - $5,000.00
Work Order Number	666700

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