PURCHASE ORDER

PO Number:303-9-0360
Requisition Number:303-9-00843

Order Date: 12/21/2018
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

Insurance Annex
221 E. 11th Street
Austin, TX 78701
Show numbers on all papers and packages

Referenced Source or Vendor

12603306171
Capital Insulation Company
120 Wichita Trail
Georgetown, TX 78633
Skip Lankford
Phone:512-931-2131, Fax:512-931-2402
skiplank@aol.com

Description INX - The Hot water was repaired and needs reinsulated

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Building: INX Location: Mezzanine AHU 7M Description: The Hot water was repaired and needs reinsulated Work Order #: 665499 Justification: Hot water pipes needs to be insulated Funding (Pick One): Non-Chargeable	1	Job	$282.00	12/21/2018	2/7/2019	$282.00

Contract Term (Work must be complete by date): 12-1-18 through 9-31-19

Oversight Responsibilities: Dan Simms 512-680-9827

NIGP Class: 910
NIGP Item: 38
Object Class: 266
Reimbursement Type: Not Reimburseable

Grand Total $282.00

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	5124633532
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	665499

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