



# PURCHASE ORDER

**PO Number: 303-9-0562**

Requisition Number: 303-9-01404

**Order Date: 3/18/2019**

**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**

--Select--

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

33073073075  
TEXAS SECRETARY OF STATE  
BONDS AND INSURANCE SECTION  
PO BOX 13777  
AUSTIN, TX 787113777

Leandra Contreras and Elizabeth Shaw for re/appointment as Texas Notary Public - No Bond.

TFC Contact:  
Leandra Contreras, 512-463-0896

**Description**

Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources. Exempt Purchase TGC 771 Interagency Agreement.

**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>
Application for Leandra Contreras for reappointment as Texas Notary Public - No Bond.	1	EACH	\$11.00	4/1/2019	4/1/2023	\$11.00

See attached form #2301-NB  
Please see instructions for where to send documentation.

Commission expires 4 years from approval date.

**NIGP Class:** 963  
**NIGP Item:** 64  
**Object Class:** 210  
**Reimbursement Type:** Not Reimbursable  
**Notes:** Note to Fiscal: Will need to send ITV, State Employee Notary Acknowledgement Form and Application Form to the State Office of Risk Management.

ITV Information:  
TINS 33073073075000  
RTI: 300300  
COBJ: 7210  
Must specify name in USAS Transaction Description.

Dates are estimates only.

Application for Elizabeth Shaw for appointment as Texas Notary Public - No Bond.

See attached form #2301-NB  
Please see instructions for where to send documentation.

Commission expires 4 years from approval date.

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**NIGP Item:** 64  
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ITV Information:  
TINS 33073073075000  
RTI: 300300  
COBJ: 7210  
Must specify name in USAS Transaction Description.

Dates are estimates only.

**Grand Total \$22.00**

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.)

<b>Agency</b>	TFC
<b>Fiscal Year</b>	2019
<b>Division</b>	Facilities Design and Construction
<b>Program</b>	Facilities Design and Construction

**Phone** 512.463.0896  
**Org Code** 0802 - Project Management  
**Type of Purchase/PCC Code** ' ' Exempt with Specific Legal Cite  
**Work Order Number** 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

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