



# PURCHASE ORDER

**PO Number: 303-9-0649**

Requisition Number: 303-9-01679

**Order Date: 5/2/2019**

**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**

Other  
 Department of Public Safety (DPS)  
 Beaumont, TX

**Show numbers on all papers and packages**

**Referenced Source or Vendor**

17605562978  
 The Beaumont Enterprise  
 Hearst Media Group  
 380 Main Street  
 Beaumont, TX 77701  
 Vickie Houghton  
 Phone: (409) 838-2888, Fax: (713) 354-3798  
[legals@beaumontenterprise.com](mailto:legals@beaumontenterprise.com)

Legal Notice for RFP#303-0-20652 Beaumont - The Beaumont Enterprise

TFC Contact:  
 Evelyn Esquivel @ (512) 463-6494

**Description**

**\*\*NOTE\*\***

Vendor must send tear sheet of the advertisement with invoice; payment cannot be made until both tear sheet and invoice are received

**Line Items**

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Legal Notice - RFP #303-0-20652 Lease space requirement for the Department of Public Safety (DPS) in Beaumont, Texas. Proposal deadline is May 24, 2019.	1	ea	\$42.21	4/28/2019	4/28/2019	\$42.21

Ad to run: Sunday, May 5, 2019.

Referenced attached e-mail quote from Carolyn Wolford  
dated 4/26/19

**NIGP Class:** 918  
**NIGP Item:** 71  
**Object Class:** 281  
**Reimbursement Type:** Not Reimbursable

**Grand Total \$42.21**

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>	Planning and Real Estate Mgmt
<b>Program</b>	State Lease Program
<b>Phone</b>	5124636494
<b>Org Code</b>	0804 - Facilities Leasing
<b>Type of Purchase/PCC Code</b>	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
<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: \_\_\_\_\_

Ehlert, Richard - CTPM, CTCM, 5124630209