



PURCHASE ORDER

PO Number:303-9-0798

Requisition Number:303-9-01858

Order Date: 6/17/2019

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

Delivery Location

--Select--

Show numbers on all papers and packages

Referenced Source or Vendor

14107600000
 United States Postmaster - Capitol Station Post Office
 111 E 17th Street
 Austin, TX 78701
 Postmaster
 Phone:512-452-6467, Fax:

Description FY 2019/2020 USPS Post Office Box Rental

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
USPS Post Office Box Rental Renewal for: PO Box 13047, Austin 78711 and Post Office Caller Service Fee @ Capitol Station, Austin TX	1	year	\$1,976.00	7/1/2019	6/30/2020	\$1,976.00
Includes Caller Service to allow Comptroller's - SPD Mail Operations personnel to pick up mail from P.O. box on behalf of TFC.						
TFC Primary Contact: Records Management, 512-463- 8551						
Legal Citation: Sec. 2155.084 PURCHASES FROM FEDERAL GOVERNMENT. (a) The commission or the governing body of an						

institution of higher education may negotiate purchases of goods of any kind needed by a state agency or the institution of higher education with the appropriate agency of the federal government. The governing body of an institution of higher education may act under this section either directly or through the commission or another state agency.

NIGP Class: 985

NIGP Item: 60

Object Class: 291

Reimbursement Type: Not Reimbursable

Notes: FY 2019 - \$ 329.34 (2 months)

FY 2020 - \$ 1646.66 (10 months)

Mail payment and PO Box Service Fee Notice to:

Postmaster

P.O. Box Service Fee Notice

111 E 17th St.

Austin, TX 78701

Upon receiving receipt, Records Management will provide to Accounts Payable.

Per payment instructions,

- due date 06/30/2019

- payments are to be made to the attention of the Postmaster at the 111 E 17th Street, Austin, TX 78701 address.

- if payment is not received by due date, access to PO Box will be blocked and caller services will be limited. If payment is not received by the 10th day after due date, PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, a handling fee to reopen box will be charged.

Payment notification received 06/06/2019.

Agency name correction requested.

Invoice forwarded to AP on 06/06/2019 with a.m. mail. erd

Grand Total \$1,976.00

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	Legal
Program	Records Management

Phone	5124638551
Org Code	0206 - Records 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: _____
Moran, David - CTCD, CTCM, 5124631879

(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

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