



# PURCHASE ORDER

**PO Number:303-9-1066**

*Requisition Number:303-9-02530*

**Order Date:** 8/14/2019

**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**

TCEQ Park 35 Building A  
 12100 N. IH35  
 Austin, TX 78753

**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** P35 Campus - Building clearance pruning, per quote.

**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>
Building: P35 Campus	1	Job	\$1,050.00	8/14/2019	8/31/2019	\$1,050.00

Location: Exterior tree pruning

Description: Building clearance pruning, per quote.

Work Order #:

Justification: Tree hitting window during winds,  
 pruning away from building to prevent pest issues.

Funding (Pick One): HB3042

Contract Term (Work must be complete by date): 8/31/2019

Oversight Responsibilities: Leslie Bowman  
512-936-6893

**NIGP Class:** 968

**NIGP Item:** 88

**Object Class:** 338

**Reimbursement Type:** HB3042

**Notes:** Building: P35 Campus

**Grand Total \$1,050.00**

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>	Planning and Real Estate Mgmt
<b>Program</b>	Property Services
<b>Phone</b>	5129366893
<b>Org Code</b>	0430 - Grounds
<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: \_\_\_\_\_