



PURCHASE ORDER

PO Number:303-0-0676

Requisition Number:303-0-01589

Order Date: 3/20/2020

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

13639490005
 Insight Public Sector
 6820 South Harl Avenue
 Tempe, AZ 85283
 Christine Ricker
 Phone:512-691-2013, Fax:737-247-3728
 CHRISTINE.RICKER@INSIGHT.COM

Adobe Pro Annual Subscriptions

This Purchase Order is issued in accordance with DIR Contract: DIR-TSO-4052.

Description

Refer to Insight Quotation No. 222126041, dated 03/18/2020.

TFC Contact:
 Mike Morales
 512-463-8714
 Mike.Morales@tfc.state.tx.us

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Adobe Acrobat Pro DC for teams - Team	20	EA	\$128.48	4/11/2020	1/10/2021	\$2,569.60

NIGP Class: 208

NIGP Item: 11

Object Class: 380
Reimbursement Type: Not Reimbursable
Notes: Coverage Dates:
 11-APR-2020 - 10-JAN-2021

Grand Total \$2,569.60

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	2020
Division	Finance
Program	Information Systems
Phone	5124638714
Org Code	0603 - Information Systems
Type of Purchase/PCC Code	'I' DIR Contract Non-Bulk Purchase
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: _____
 Goll, Heather, 5124630209

(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 Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

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

