



# PURCHASE ORDER

**PO Number:**

**Order Date:** 2/12/2016

*Requisition Number:*

**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--

Health and Human Services Commission (HHSC)  
 Department of Aging and Disability Services (DADS)  
 Cleburne, TX

**Show numbers on all papers and packages**

Referenced Source or Vendor

13114986253016  
 Cleburne Times Review  
 Newspaper Holdings, Inc. DBA  
 108 S. Anglin Street  
 Cleburne, TX 76031  
 Teresa Slade  
 Phone:817-645-2441 ex: 2343, Fax:  
 tslade@trcle.com

<b>Description</b>	Legal Notice for RFP#303-6-20544 in Cleburne, Texas - Cleburne Times Review  TFC Contact: Evelyn Esquivel @ (512) 463-6494  **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 #303-6-20544 Lease space requirement for the Health and Human Services Commission (HHSC), the Department of Aging and Disability Services (DADS) in Cleburne, Texas. Proposal deadline is March 15, 2016.  Ad to run: Wednesday, February 17, 2016 & Sunday, February 21, 2016.  Referenced attached e-mail quote from Teresa Slade dated 2/9/16	1	EA	\$91.50	2/17/2016	2/21/2016	\$91.50

<p><b>NIGP Class:</b> 915  <b>NIGP Item:</b> 71  <b>Object Class:</b> 281  <b>Reimbursement Type:</b> Not Reimbursable</p>							
							<b>Grand Total \$91.50</b>

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>	2016
<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>	Services Purchase \$5000 or less - E
<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: \_\_\_\_\_

**(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

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