



CITY OF KELLER
1100 Bear Creek Parkway
Keller, TX 76248
PH: (817) 743-4025
FAX: (817) 743-4191

PURCHASE ORDER

PO Number: 240240

Date: 05/14/2024

Requisition #: 240240

Vendor #: 20516

ISSUED TO: DIAMOND TOURS INC
13100 WESTLINKS TERRACE STE 1
FORT MEYERS, FL 33913-8625

SHIP TO: Keller Senior Activity Center
640 Johnson Rd
Building C
Keller, TX 76248

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Branson Senior Trip - FY25 Tour# 2079579	112-62-623-54560-000000		0.00	20,070.00

Authorized by: _____

SUBTOTAL:	20,070.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	20,070.00

1. Original invoice with remittance slip must be sent to: City of Keller, P.O. Box 770, Keller, TX 76244-0770.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax – ID# 75-1294051



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ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0	Branson Senior Trip - FY25 Tour# 2079579	112-62-623-54560-000000		0.00	3,300.00
2	0	PREPAID - FY25	112-00-000-12015-000000		0.00	28,380.00

Authorized by: _____

SUBTOTAL:	31,680.00
TOTAL TAX:	0.00
SHIPPING:	0.00
TOTAL	31,680.00

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Invoice for Tour Number 2079579

Date Received 09/17/24 Preparer LL
Approver _____ City Manager _____
Account Number 112-62-623- PO# V20516
Account Number 54560-000000 PO# _____
Account Number _____ PO# _____
Account Number _____ PO# 240240

Group Name: Keller Senior Center

Group Leader: Michelle Adler

Phone: (817) 743-4370

Fax: (817) 743-4374

Email: seniorcenter@cityofkeller.com

Trip: Branson Show Extravaganza

Departs: 11/11/2024

Returns: 11/15/2024

Passengers at Single Occupancy Rate:	8	Rate Per Person:	\$900.00
Passengers at Double Occupancy Rate:	32	Rate Per Person:	\$765.00
Passengers at Triple Occupancy Rate:	0	Rate Per Person:	\$745.00
Passengers at No Charge (comps):	2		

Total Passengers: 42

Total Due: \$31,680.00

Refund Issued:

Total Paid \$3,300.00

Balance: \$28,380.00