STATE OF TEXAS
PURCHASE ORDER

12/10/2015 Amended to include charges that were accrued on event date. Please see attached for referenc approvals.

1. Agency Name & No. **TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306 Tax Exempt agency of the Texas State Government	**4. Purchase Order No.** 306-16-8000	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC	**14. Vendor Identification No:** [redacted]	
2. Agency Billing Address **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	**6. Current Document No.** DT-9 **7. Document (order) amt** **$20,655.05** **8. REF DOC**	**15. Vendor Address:** UT Austin, Pickle Commons Conference Center 10100 Burnet Road, Room 1.112B Austin, TX 78758	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."	**9. Service Period or Expected Delivery Date:** 11/17/2015	**16. Vendor Contact Info:** Fran Stephens, Conference Coordinator **Phone:** (512) 471-4097 **Fax:** (512) 471-3679 **Email:** Fran.Stephens@austin.utexas.edu	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	**10. Agency Contact:** Pam Rodriguez **Email:** prodriguez@tsl.texas.gov	**Phone:** (512) 463-3037 **Fax:** (512) 475-3393	
	11. TSLAC Project Contact: Nanette Pfiester **Email:** npfiester@tsl.texas.gov	**Phone:** (512) 463-5447	

17. Description

These services are for the E-Records Conference to be held on November 17, 2015.
Program Number: CX201502133109
The amounts shown for food and catering of Program Number: CX201502133109 may need to be adjusted. Gourmet package for lunch; coffee, juice, and pasteries in the AM; cookies and sodas in the PM.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	06566	16	7470	7699	$5,040.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Rental of space: Date/Time: November 17, 2015 from 8:00 AM - 5 PM Location: Commons Atrium, Big Tex, L'il Tex, Campus Dining, Rooms 1.102, 1.122, and 1.210.	971-65	1	Day(s)	$1,665.00	$1,665.00
2.	**Conference Services: Rental of furniture and equipment (which may include: tables, chairs & electrical supply for registration table, AV equipment, microphones and other**	**981-52**	**1**	**Day(s)**	**$3,375.00**	**$3,375.00**

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	**06567**	16	**7315**	**7699**	$15,615.05	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	**Purchase of food & beverage for November 17, 2015.**	**961-15**	**430**	**Each**	**$29.95**	**$12,878.50**
4.	**Catering Fee**	**961-15**	**1**	**Lot(s)**	**$2,710.05**	**$2,710.05**
5.	**Ad hoc fees for morning and afternoon snacks and other**	**961-15**	**1**	**Lot(s)**	**$26.50**	**$26.50**

Grand Total **$20,655.05**

26. Legal Cites: Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

27. Division Tracking Number: SLRM 16-001

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
P Rodriguez, CTP	12/10/2015		

STATE OF TEXAS
PURCHASE ORDER

1. Agency Name	2. Purchase order number	3. Current document number
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION Tax exempt agency of the Texas State Government	**306-16-8000**	**DT - 9**

4. PCC	5. Agency number	6. Recycled Code	7. Document (order) amount	8. REF DOC
	306	N/A	$15,568.63	

9. Vendor address	HUB:	YES		NO	X
UT Austin, Pickle Commons Conference Center 10100 Burnet Rd, Room 1.112B Austin, TX 78758					

10. Vendor Identification No. [redacted]

11. Person contacted, phone, fax, or other contact info
Fran Stephens, Conference Coordinator; Email: Fran.Stephens@austin.utexas.edu
Phone: 471-2686 Fax: (512) 471-3679

12. Agency invoice address
**Accounting Department
Texas State Library and Archives Commission
P. O. Box 12516
Austin, TX 78711-2516
Email invoices to: AP@tsl.texas.gov
Phone: 512-463-5473; Fax: 512-475-0185

13. Destination of goods or service
Texas State Library and Archives Commission
Receiving Dock, Room G-007
1201 Brazos Street
Austin, TX 78701

14. Agency contact: Pam Rodriguez; Phone: 512-463-3037; Fax: 512-475-3393;Email: prodriguez@tsl.texas.gov

15. Order Type: Spot: **Service: X** Catalog: Emergency: Direct Pub:

16. SFX	M	TC	INDEX	AY	AOBJ	COBJ	AMOUNT	INVOICE NO.
001			06566	16		7470	$4,070.00	
002			06566	16		7315	$11,498.63	

17. Service Dates or Expected Delivery Date: **November 17, 2015** F.O.B. Destination

18. Line Number	19. Description of Goods or Services	20.NIGP Code	21. Unit	22. Qty	23. Unit Price	24. Extended Amount
	These services are for the E-Records Conference to be held on November 17, 2015 Program Number: CX201502133109 The amounts shown for food and catering of (Program Number: CX201502133109) may need to be adjusted. Gourmet package for lunch; coffee, juice pastries in am; cookies & sodas in pm. COBJ 7470					
1	**Rental of space:** Date/Time: November 17, 2015 from 8:00 AM - 5 PM Location: Commons Atrium, Big Tex, L'il Tex, Campus Dining, Rooms 1.102, 1.122, and 1.210.	971-65	DAY	1	$1,665.00	$1,665.00
2	**Conference Services**: Rental of furniture and equipment (which may include: tables, chairs & electrical supply for registration table, AV equipment, microphones and other items as needed). COBJ 7315	981-52	DAY	1	$2,405.00	$2,405.00
3	**Purchase of food and beverage for November 17, 2015** Gourmet package - estimated at 340 $26.95	961-15	EA	340	$27.95	$9,503.00
4	**Catering fee** Estimated at 20%	961-15	LOT	1	$1,995.63	$1,995.63
	Agency contact for program: **Nanette Pfiester, 512-463-5477** Registration fees will be collected from participants to reimburse costs associated with this seminar, including the purchase of food, in accordance with SB 1 (79th Legislature, Regular Session), Article IX, Section 8.08. This agency is required by Government Code, Section 441.152(3), to provide training and assistance to local government records officers and other employees. Food is provided for breaks and lunch to foster interaction among seminar participants throughout the course of the training. **Confirmation of receipt is required; please sign box #28 and returned signed PO via email - purchasing@tsl.texas.gov or fax to 512-475-3393.** **Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency. If you need further proof of this please contact the Agency Contact in box 14.**					
	Shipping or Freight Charges	962-86				$0.00
	TOTALS					**$15,568.63**

**VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE".

25. Legal Cites: Interagency Cooperation Act as defined in Texas Government Code, 771.001 ET SEQ 3180

26. Division tracking number: SLRM 16-001

27. Approval signature	Date	28. Vendor Approval	Date
P Rodriguez	2/24/15		