

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-16-8086	12. HUB: N/A	13. Order Type: Service
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		5. PCC D	14. Vendor Identification No: [REDACTED]	
		6. Current Document No.	15. Vendor Address: Virtual Training Company, Inc. 5395 Main Street Stephens City, VA 22655	
		7. Document (order) amt \$250.00		
		8. REF DOC	16. Vendor Contact Info: Debbie Harman Phone: (540) 869-8686 Fax: (888) 316-5374 Email: debbie@vtc.com	
*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: 9/9/2015 - 9/8/2016	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodiguez@tsl.texas.gov Fax: (512) 475-3393	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		11. TSLAC Project Contact: Michael Shea Phone: (512) 475-5151 Email: mshea@tsl.texas.gov		

17. Description

VTC Online University Subscription

Subscription provides unlimited access to the VTC Online University from the period of September 9, 2015 to September 8, 2016.

ACCOUNTING NOTE: Please note payment address on invoice. See attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7203	7699	\$250.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Subscription User: mshea@tsl.texas.gov	920-91	1	Year(s)	\$250.00	\$250.00

INTERNAL PO ONLY

Grand Total \$250.00

26. Legal Cites: DIR Blanket Exemption applies for this purchase

27. Division Tracking Number: SLRM 16-008

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 9/2/15	29. Vendor Signature	Date
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Virtual Training Co., Inc.

5395 Main St.
 Stephens City, VA 22655
 561 962-8386
 888 316-5374 Fax

Invoice

Date	Invoice #
02-Sept-2015	89319

Bill To
Texas State Library and Archives Com Accounts Payable PO Box 12516 Austin TX 78711

Ship To
Texas State Library and Archives Com PO Box 12516 Austin TX 78711

P.O. No.	Terms	Due Date	Phone
306-16-8086	Net 30	02-Oct-2015	

Item	Description	Ordered	Price	Shipped	Total
ONLINE	VTC ON-LINE UNIVERSITY Single user account renewal for 1 year 09 Sep 2015 to 09 Sep 2016 Out-of-state sale, exempt from sales tax	1	250.00		250.00
			0.00%		0.00

Please mail check to: Bank of Clarke County 382 Fairfax Pike, Stephens City, VA 22655	Total	\$250.00
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