

**STATE OF TEXAS
PURCHASE ORDER**

1. Agency Name & No. <p style="text-align: center;">TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306</p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	4. Purchase Order No. <p style="text-align: center;">306-16-8101</p>	12. HUB: <p style="text-align: center;">N/A</p>	13. Order Type: <p style="text-align: center;">Service</p>
2. Agency Billing Address <p style="text-align: center;">**ACCOUNTING DEPARTMENT**</p> <p style="text-align: center;">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</p>	5. PCC	14. Vendor Identification No: XXXXXXXXXX	
	6. Current Document No. <p style="text-align: center;">DT-9</p>	15. Vendor Address: Society of American Archivists 17 North State Street, Suite 1425 Chicago, IL 606023315	
	7. Document (order) amt <p style="text-align: center;">\$3,940.00</p>		
	8. REF DOC	16. Vendor Contact Info: Lee Gonzalez Phone: (866) 722-7858 Fax: (312) 606-0728 Email: lgonzalez@archivists.org	
<p>"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."</p>	9. Service Period or Expected Delivery Date: <p style="text-align: center;">10/1/2015 - 10/2/2015</p>	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodriquez@tsl.texas.gov Fax: (512) 475-3393	
3. Destination of goods or service <p style="text-align: center;">FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701</p>	11. TSLAC Project Contact: Email:		Phone:

17. Description

Registration for staff to attend the following class training courses as described below:

[DAS] Arrangement and Description of Electronic Records, Part 1 and II #1608
 Date: September 17-18, 2015
 Location: Austin Public Library, Austin, TX

Fundamentals of Project Management #1638
 Date: October 1, 2015
 Location: TSLAC, Austin, TX

Advanced Project Management #1639
 Date: October 2, 2015
 Location: TSLAC, Austin, TX

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSL Purchasing Department. Purchasing Order Terms & Conditions, LSTA Terms & Conditions, and Invoicing Instructions are attached.

ACCOUNTING NOTE: Invoice needs to be paid for registration to be complete.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
001	52141	16	7203	7506	\$388.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Institutional Member Early Bird Registration for Fundamentals of Project Management Tonia Wood; twood@tsl.texas.gov Angela Kent; akent@tsl.texas.gov				924-25	2	Each	\$194.00	\$388.00

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
002	52221	16	7203	7506	\$2,980.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	SAA Member Early Bird Registration for Fundamentals of Project Management Laura Saegert; lsaegert@tsl.texas.gov Rebecca Romanchuk; rromanchuk@tsl.texas.gov				924-25	2	Each	\$189.00	\$378.00
3.	Institutional Member Early Bird Registration for Fundamentals of Project Management Halley Grogan; hgrogan@tsl.texas.gov Jessica Tucker; jtucker@tsl.texas.gov				924-25	2	Each	\$194.00	\$388.00
4.	SAA Member Early Bird Registration for Advanced Project Management Laura Saegert; lsaegert@tsl.texas.gov				924-25	1	Each	\$189.00	\$189.00
5.	SAA Member Regular Registration for [DAS] Arrangement & Description of Electronic Records Anne Reznik; areznik@tsl.texas.gov Susan Floyd; sfloyd@tsl.texas.gov				924-25	2	Each	\$399.00	\$798.00
6.	Institutional Member Regular Registration for [DAS] Arrangement & Description of Electronic Records Halley Grogan; hgrogan@tsl.texas.gov Jonathan King; jking@tsl.texas.gov Caitlin Burhans; cburhans@tsl.texas.gov				924-25	3	Each	\$409.00	\$1,227.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
003	52222	16	7203	7504	\$194.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
7.	Institutional Member Early Bird Registration for Fundamentals of Project Management Steven Kantner; skantner@tsl.texas.gov				924-25	1	Each	\$194.00	\$194.00
Grant Number: LS-00-15-0044-15 – FFY 2015 CFDA: 45.310 – Grants to States Institute of Museum and Library Services									

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
004	52231	16	7203	7506	\$378.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
8.	SAA Member Early Bird Registration for Fundamentals of Project Management Mark Myers; mmyers@tsl.texas.gov				924-25	1	Each	\$189.00	\$189.00
9.	SAA Member Early Bird Registration for Advanced Project Management Mark Myers; mmyers@tsl.texas.gov				924-25	1	Each	\$189.00	\$189.00

INVOICE TO FOLLOW

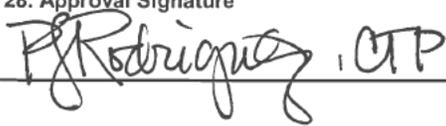
Grand Total \$3,940.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. Division Tracking Number: ARIS 16-054, ARIS 16-055

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 9/9/2015	29. Vendor Signature	Date
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