

**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. 306-16-8111	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: ██████████	
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	15. Vendor Address: UT Austin, Office of Conferences & Training LBJ School of Public Affairs PO Box Y Austin, TX 787138925	
	7. Document (order) amt \$2,410.00	16. Vendor Contact Info: Debbie Bunch Phone: (512) 471-0820 Fax: (512) 471-4697 Email: lbjpd@uts.cc.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	8. REF DOC	9. Service Period or Expected Delivery Date: 9/17/2015 - 5/25/2016	
	10. Agency Contact: Pam Rodriguez Email: prodriquez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Email:		Phone:

17. Description

Registration for the following staff to various classes. Please see listing below for details. Confirmation email will be received within 5-7 business days of registration submission.

We will mail an invoice to the registrant at the address provided when registering. We do not need to receive payment prior to the event and we ask that you not bring payment with you to the event.

ACCOUNTING NOTE: Please send warrant for payment so that payment can be properly tracked. Thank you!

Cancellation Policy

If you need to cancel your registration, your written cancellation notice must be received approximately two months before your class date in order for you to receive a full refund. Thereafter, cancellation notices received after the specified dates will be charged a \$65 administrative fee. If cancellation occurs between the specified date and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellation notices should be emailed to lbjpd@uts.cc.utexas.edu. Phone messages do not serve as official cancellation notices.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
001	17111	16	7203	7051	\$715.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Registration for Stacey Malek to attend Public Purchasing Law Date: February 11-12, 2016; Location: Austin, TX				924-25	1	Each	\$435.00	\$435.00
2.	Registration for Stacey Malek to attend Advanced Public Purchasing - Developing RFPs for Services Date: April 14, 2016; Location: Austin, TX				924-25	1	Each	\$280.00	\$280.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
002	17112	16	7203	7104	\$715.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Registration for Russlene Waukechon to attend Public Purchasing Law Date: February 11-12, 2016; Location: Austin, TX				924-25	1	Each	\$435.00	\$435.00
4.	Registration for Russlene Waukechon to attend Advanced Public Purchasing - Specification Development Date: April 13, 2016; Location: Austin, TX				924-25	1	Each	\$280.00	\$280.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	17152	16	7203	7101	\$435.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
5.	Registration for Sara Hayes to attend Basic Public Purchasing Date: May 24-25, 2015; Location: Austin, TX <i>Grant Number: LS-00-15-0044-15 – FFY 2015 CFDA: 45.310 – Grants to States Institute of Museum and Library Services</i>	924-25	1	Each	\$435.00	\$435.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
004	24312	16	7203	7222	\$545.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
6.	Registration for Christine McNew to attend Advanced Public Purchasing - Developing RFPs for Services Date: September 17, 2015; Location: Austin, TX	924-25	1	Each	\$280.00	\$280.00
7.	Registration for Christine McNew to attend The New Uniform Guidance for Federal Grants Management class Date: November 3, 2015; Location: Austin, TX <i>Grant Number: LS-00-15-0044-15 – FFY 2015 CFDA: 45.310 – Grants to States Institute of Museum and Library Services</i>	924-25	1	Each	\$265.00	\$265.00

INVOICE TO FOLLOW

Grand Total \$2,410.00

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

27. Division Tracking Number: LDN-16-068

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
<i>P. Rodriguez, CTP</i>	<i>9/15/2015</i>		