

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8119	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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	<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> Management Concepts 8230 Leesburg Pike Tysons Corner, VA 22182	
	<b>7. Document (order) amt</b> \$596.00	<b>16. Vendor Contact Info:</b> Ashleigh Johnson Phone: (703) 270-4109 Fax: (703) 270-4180 Email: ajohnson@managementconcepts.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 10/15/2015	<b>11. TSLAC Project Contact:</b> Email: Phone:	

**17. Description**

Registration for the following staff to attend the webinar titled, "Grants Community: Get Ready for FAPIIS."  
 Course #: 2801, Class ID #: 15280101  
 Date: October 15, 2015 from 11:00 a.m. - 12:30 p.m. EST  
 Location: Webinar

Registrations have been processed online. Fully executed PO will be emailed to sales@managementconcepts.com or faxed to (703) 270-4033.

An enrollment acknowledgment via email within three days of enrolling in a class. This does not mean the class will occur. You will receive a class confirmation via email up to 3 weeks prior to the class start date confirming that the class will be held. Nonrefundable travel reservations should not be made before receiving class confirmation. Accommodations and meals are not included in the tuition fee.

Please see attached for enrollment terms and conditions.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09251	16	7203	7056	\$149.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Tamra Lavin	924-25	1	Each	\$149.00	\$149.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	17111	16	7203	7051	\$149.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Stacey Malek	924-25	1	Each	\$149.00	\$149.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	17152	16	7203	7101	\$149.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Sara Hayes	924-25	1	Each	\$149.00	\$149.00

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	24112	16	7203	7056	\$149.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Erica McCormick	924-25	1	Each	\$149.00	\$149.00

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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**INVOICE TO FOLLOW**

Grand Total

\$596.00

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

27. Division Tracking Number: LDN-16-070, ADM 16-035

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
	10/6/2015		

## Registration Form

Registration Form (https://www.managementconcepts.com/Registration-Form)

## Thank you

Thank you for registering with Management Concepts. You will receive a confirmation email shortly.

Below is a summary of the information you've submitted. If any of the information is incorrect please call us at 703.790.9595

### Registration Order Summary

**Course Information**

Course Title: Grants Community: Get Ready for FAPIIS

Course Number: 2801

Class D: 15280101

Location: Internet, Web

Dates(s): 10/15/2015 - 10/15/2015

Sessions: 1 1/2 hours

Tuition: \$149

Is this registration for you or someone else? Someone else

**Student Information**

Have you taken a Management Concepts course before? false

Student ID:

First Name: Tamra

MI:

Last Name: Lavin

Job Title: Grants Accountant

Organization: Texas State Library & Archives Commissio

Mailing Address: PO Box 12927

Mailing Address:

City: Austin

State: TX

Zip: 78711

Country: US

Fax:

Email Address: tlavin@tsl.texas.gov

**Additional Students info (for each additional student)**

Have you taken a Management Concepts course before? Yes No

Student ID:

First Name: Stacey

MI:

Last Name: Malek

Job Title: Program Coordinator

Organization: Texas State Library & Archives Commissio

Mailing Address: PO Box 12927

Mailing Address:

City: Austin

State: TX

Zip: 78711

Country: US

Fax: 512-936-2306

Email Address: smalek@tsl.texas.gov

Have you taken a Management Concepts course before? Yes No

Student ID:

First Name: Erica

MI:

Last Name: McCormick



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### Registration Information

Learn more about  
Open Enrollment  
Registration and  
Payment Methods

[Click Here! »](#)

(/Contact-Us/Customer-Service-Center/Registration-Information)

Job Title: Grants Administrator

Organization: Texas State Library

Mailing Address: PO Box 12927

(/Contact-Us/Customer-Service-)

Mailing Address:

City: Austin

State: TX

Zip: 78711

Country: US)

Fax: 512-936-2306

Email Address: emccormick@tsl.texas.gov

Have you taken a Management Concepts course before? Yes No

Student ID:

First Name: Sara

MI:

Last Name: Hayes

Job Title: ILL Coordinator

Organization: Texas State Library & Archives Commissio

Mailing Address: PO Box 12516

Mailing Address:

City: Austin

State: TX

Zip: 78701

Country: US

Fax: 512-936-2306

Email Address: shayes@tsl.texas.gov

### **Billing/Invoicing Summary**

Payment Type: PO

PO Number: 306-16-8119

First Name: Rebecca

MI:

Last Name: Cannon

Job Title: Accounting and Grants Manager

Organization: Texas State Library & Archives Commissio

Mailing Address: Accounting Department

Mailing Address: PO Box 12516

City: Austin

State: TX

Zip: 78711

Country: US

Fax: 512-475-0185

Email Address: AP@tsl.texas.gov

### **Tuition Total: \$596**

Priority Code:

How did you find us? Received an email or fax

Please note: this is not a confirmation message. If any of the information is incorrect please call us at 703.790.9595

## CONTACT US

Management Concepts is the nation's premier provider of training and professional development solutions serving the public and private sectors.

📍 8230 Leesburg Pike, Tysons Corner, VA 22182

☎ 888.545.8571

✉ [Info@ManagementConcepts.com](mailto:Info@ManagementConcepts.com)

(mailto:info@ManagementConcepts.com)

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### Enrolling in a Class

To enroll in a class, you must sign up for the class and either pay the class tuition or submit fully executed payment paperwork prior to the class start date. See the Payment section below for more details.

If you do not have tuition payment or payment information at the time you desire to enroll, we will place you in a reservation status until payment or fully executed payment paperwork is received. Reserved seats are not guaranteed and may be forfeited at any time prior to receipt of payment or payment paperwork.

Class sizes are limited, so we recommend enrolling early to guarantee a place in the class.

### How to Enroll

**Online** [www.ManagementConcepts.com/Training/RegisterforaClass](http://www.ManagementConcepts.com/Training/RegisterforaClass) ([http //www.ManagementConcepts.com/Training/RegisterforaClass](http://www.ManagementConcepts.com/Training/RegisterforaClass))

**Phone** 888.545.8577

**Fax** 703.790.1371

**Mail** Management Concepts

**Attn** Open Enrollment Registration

8230 Leesburg Pike, Suite 800

Tysons Corner, VA 22182

Download the enrollment application at [www.ManagementConcepts.com/application](http://www.ManagementConcepts.com/application) ([http //www.ManagementConcepts.com/application](http://www.ManagementConcepts.com/application))

### Payment

Tuition payment or fully executed payment paperwork is preferred at the time you sign up for a class, but due no later than fourteen (14) calendar days prior to the start of the class. You will not be enrolled in a class until payment or executed payment paperwork is received. Instead, you will be placed in a reservation status for the class.

To enroll in a class less than fourteen (14) calendar days prior to its start date, you must submit payment or fully executed payment paperwork upon enrollment in the class.

For online classes, tuition payment or fully executed paperwork is required prior to access to the online class.

Method of Payment Include:

- Credit cards (VISA, MasterCard, and American Express)
- Checks, Money Orders, or Cashiers Checks
- Fully executed, authorized and signed Purchase Order (P.O s)
- Fully executed, authorized and signed Government Training Form (e.g. SF 182, DD Form 1556)

To avoid confirmation delays, please ensure that your registration number or invoice number accompanies your payment.

### Enrollment and Class Confirmation

You will receive an enrollment acknowledgment via email within three days of enrolling in a class. This does not mean the class will occur. You will receive a class confirmation via email up to 3 weeks prior to the class start date confirming that the class will be held. **Nonrefundable travel reservations should not be made before receiving class confirmation. Accommodations and meals are not included in the tuition fee.**

If the class is full, or has been rescheduled, notification of the change in class status will be sent.

### Student Substitutions

Student substitutions are permitted at any time up to the start of the class.

### Student Cancellations

Fourteen (14) calendar days or more prior to the class start date

There is no penalty for cancelling an enrollment fourteen (14) calendar days, or more, prior to the class start date.

Thirteen (13) calendar days, or less, prior to the class start date

For employer-paid training, full payment is due if an enrollment is canceled thirteen (13) calendar days, or less, prior to the class start date. No credits, transfers, or refunds will be made.

### Student Partial Attendance

Full attendance is required to receive a class completion certificate. In case of illness or unavoidable emergency that results in partial attendance, make-up time may be scheduled on a space-available basis by calling our Customer Care Department at **888.545.8571**.

### Student No Show

If a student fails to attend class, the full tuition remains due and payable. No credit will be issued under these circumstances.

### Refunds and Credits

Refunds, upon request, are only available for enrollments cancelled fourteen (14) calendar days, or more, prior to the class start date. Unless refunded, credits resulting from such cancellations can be used for future classes.

### Credit Card Processing

Credit Card payments will be charged at the time of enrollment.



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(<http://www.managementconcepts.com/FormsCollection/RequestaCatalog>)



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