

**STATE OF TEXAS  
PURCHASE ORDER**

|  |  |  |  |
|--|--|--|--|
| <b>1. Agency Name &amp; No.</b><br><b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306<br>Tax Exempt agency of the Texas State Government   | <b>4. Purchase Order No.</b><br>306-16-8124                                | <b>12. HUB:</b><br>N/A   | <b>13. Order Type:</b><br>Service            |
|  | <b>5. PCC</b>  | <b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>                          |  |
| <b>2. Agency Billing Address</b><br>**ACCOUNTING DEPARTMENT**<br>Texas State Library & Archives Commission<br>PO Box 12516<br>Austin, TX 78711-2516<br>Email invoices to: AP@tsl.texas.gov<br>Phone: (512) 463-5473; Fax: (512) 475-0185 | <b>6. Current Document No.</b><br>DT-9                                     | <b>15. Vendor Address:</b><br>United States Postal Office - PostMaster, Finance Window<br>111 E. 17th Street<br>Austin, TX 787119998 |  |
|  | <b>7. Document (order) amt</b><br>\$1,332.00                               | <b>16. Vendor Contact Info:</b><br>Phone: (512) 477-2035                      Fax:<br>Email:   |  |
| <b>3. Destination of goods or service</b><br>FOB Destination<br>Receiving Dock, Room G-007<br>Texas State Library & Archives Commission<br>1201 Brazos Street<br>Austin, TX 78701  | <b>8. REF DOC</b>  | <b>9. Service Period or Expected Delivery Date:</b><br>10/1/2015 - 9/30/2016   |  |
|  | <b>10. Agency Contact:</b> Pam Rodriguez<br>Email: prodiguez@tsl.texas.gov |  | Phone: (512) 463-3037<br>Fax: (512) 475-3393 |
|  | <b>11. TSLAC Project Contact:</b><br>Email:                                |  | Phone:                                       |

**17. Description**

Contact Support Services when warrant has been issued. Support Services will hand deliver payment to Post Office.

| 18. SFX     | INDEX                       | AY | COBJ | AOBJ | AMOUNT        | INVOICE NO. |           |                |                  |
|-------------|-----------------------------|----|------|------|---------------|-------------|-----------|----------------|------------------|
| 001         | 09351                       | 16 | 7291 | 7399 | \$1,332.00    |             |           |                |                  |
| 19. Line No | 20. Goods & Service         |    |      |      | 21. NIGP Code | 22. Qty     | 23. Units | 24. Unit Price | 25. Extended Amt |
| 1.          | Annual fee for PO Box 12927 |    |      |      | 963-57        | 1           | Year(s)   | \$1,332.00     | \$1,332.00       |

**INTERNAL PO ONLY**

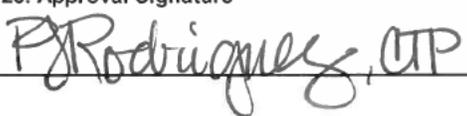
**Grand Total                      \$1,332.00**

**26. Legal Cites:** Texas Government Code, Chapter 2113, Subchapter A, 2113.103 - Postage and Postal Service

**27. Division Tracking Number:** ADM 16-042

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.

|   |                          |                             |             |
|---|--------------------------|-----------------------------|-------------|
| <b>28. Approval Signature</b><br> | <b>Date</b><br>9/22/2015 | <b>29. Vendor Signature</b> | <b>Date</b> |
|---|--------------------------|-----------------------------|-------------|

**Box fee is due by the LAST DAY OF THIS MONTH.**

Annual

Semiannual

\$ \_\_\_\_\_  
*Amount*

Box will be closed if the fee is not paid by the due date. If the fee is not paid 15 days after the due date, a late payment charge will apply. You may make payment by any of the convenient options noted on the inside top portion of this envelope.

Checks or money orders payable to "U.S. Postal Service." If the bank returns a check, or if payment is not received by the due date, your PO Box service will be discontinued until all associated charges are paid.

Box # 12927 78711  
TEXAS STATE LIBRARY  
6 Months: \$666.00 12 Months: \$1,332.00  
Due Date: 09/30/2015

Ignore this notice if payment has been made.

# Post Office Box Service Fee Due