

**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. 306-16-8131	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	14. Vendor Identification No: [REDACTED]	
		6. Current Document No. DT-9	15. Vendor Address: The University of Texas at Austin AT&T Executive Education and Conference Center 1900 University Ave Austin, TX 787055611	
*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."		7. Document (order) amt \$13,825.00	16. Vendor Contact Info: Richard Rueda Phone: (512) 404-3617 Fax: (512) 404-1600 Email: richard.rueda@attconf.utexas.edu	
		8. REF DOC	9. Service Period or Expected Delivery Date: 12/3/2015 - 12/4/2015	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		10. Agency Contact: Pam Rodriguez Email: prodiguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
		11. TSLAC Project Contact: Danielle Plumer Email: dplumer@tsl.texas.gov		Phone: (512) 463-5433

17. Description

These services are for the *TexShare Strategic Planning Sesscion on December 3-4, 2015.*
Services include the following:

Interagency contract has been submitted to Mr. Rueda via email.

Purchase Order Terms & LSTA Terms and Conditions are attached. Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17112	16	7470	7104	\$2,500.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Reservation of the Conference Room at the AT&T Executive Education and Conference Center on Dec 3-4, 2015 <i>Grant Number: LS-00-15-0044-15 – FFY 2015 CFDA: 45.310 – Grants to States Institute of Museum and Library Services</i>	971-54	1	Day(s)	\$2,500.00	\$2,500.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	24119	16	7315	7104	\$11,325.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Catering services for Dec 3, 2015	961-15	1	Lot(s)	\$9,360.00	\$9,360.00
3.	Catering services for Dec 4, 2015	961-15	1	Lot(s)	\$1,965.00	\$1,965.00

INTERNAL PO ONLY

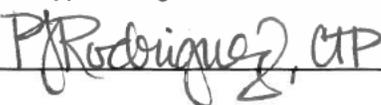
Grand Total \$13,825.00

26. Legal Cites: Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

27. Division Tracking Number: LDN 16-046

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 9/29/15	29. Vendor Signature	Date
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**STATE OF TEXAS
PURCHASE ORDER**

1/26/2016 Amended to correct the catering charged. Changes have been approved per email dated on 1/21/2016. Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8131	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: The University of Texas at Austin AT&T Executive Education and Conference Center 1900 University Ave Austin, TX 787055611	
	7. Document (order) amt \$14,446.94	16. Vendor Contact Info: Richard Rueda Phone: (512) 404-3617 Fax: (512) 404-1600 Email: richard.rueda@attconf.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	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
	9. Service Period or Expected Delivery Date: 12/3/2015 - 12/4/2015	11. TSLAC Project Contact: Danielle Plumer Phone: (512) 463-5433 Email: dplumer@tsl.texas.gov	
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17. Description

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Purchase Order Terms & LSTA Terms and Conditions are attached. Invoicing Instructions are attached.

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001	17112	16	7470	7104	\$2,500.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Reservation of the Conference Room at the AT&T Executive Education and Conference Center on Dec 3-4, 2015	971-54	1	Day(s)	\$2,500.00	\$2,500.00
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.
002	24119	16	7315	7104	\$11,946.94	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Catering services for Dec 3, 2015	961-15	1	Lot(s)	\$8,977.60	\$8,977.60
3.	Catering services for Dec 4, 2015	961-15	1	Lot(s)	\$2,969.34	\$2,969.34

INTERNAL PO ONLY

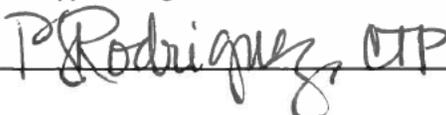
Grand Total \$14,446.94

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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 1/26/2016	29. Vendor Signature	Date
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AT&T EXECUTIVE EDUCATION
AND CONFERENCE CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

Texas State Library & Archives Comm.
USA

Room No. 9023
Arrival 12/03/15
Departure 12/10/15
Folio No. 365421
Cashier No. 1116
Page No. 1 of 1
Date 12/10/15
Texas State Library and Archives Commis

TX State Library,
INVOICE 43606A
PO#306-16-8131
A/R Number T012
Group Code TEXSTL1216

Date	Text	Charges	Credits
12/03/15	Catering Charges 53516	3,811.50	
12/03/15	Catering Charges 53515	5,166.10	
12/04/15	Catering Charges 53517	5,469.34	
		Balance	14,446.94

AT&T Conference Center - The University of Texas at Austin

INTERNAL

1900 University Avenue Austin, TX 78705
 Phone: (512) 404-1900 - Fax: (512) 404-1600

Catering Mgr: Rich Rueda

CATERING

BEO#: 53516

Banquet Check

Page 1 of 1

Group Name: Texas State Library and Archives Commission	Site Contact: Deborah Littrell
Post As: Texas State Library	Phone: (512) 463-5456 EXT:
	Fax: (512) 421-7287

Day/Date	Time	Function	Room	Gtd	Actual
Thursday, December 03, 2015	12:00 pm	Lunch	Conference Room 301	90	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
90	University Deli Buffet	35.00	3,150.00	
	TOTAL FOOD		3,150.00	
	Service Charge %	21.00	661.50	
	Sales Tax %			
				3,811.50

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Room: Conference Room 301 Function: LUN			
TOTAL		0.00	

Grand Total: 3,811.50

Balance Due: 3,811.50

Date: 1/21/2016

Client Signature _____

AT&T Conference Center - The University of Texas at Austin

INTERNAL

1900 University Avenue Austin, TX 78705
Phone: (512) 404-1900 - Fax: (512) 404-1600

CATERING

Catering Mgr: Rich Rueda

BEO#: 53515

Banquet Check

Page 1 of 2

Group Name: Texas State Library and Archives Commission	Site Contact: Deborah Littrell
Post As: Texas State Library	Phone: (512) 463-5456 EXT:
	Fax: (512) 421-7287

Day/Date	Time	Function	Room	Gtd	Actual
Thursday, December 03, 2015	8:30 am	Break	Conference Room 301	90	
Thursday, December 03, 2015	9:30 am	Meeting	Conference Room 301	90	
Thursday, December 03, 2015	9:30 am	Continuous Beverage Break	Conference Room 301	90	
Thursday, December 03, 2015	2:30 pm	Break	Conference Room 301	90	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
2	Whole Fruit	24.00	48.00	
166	Individual Beverages - Natural Fruit Juice, Soft Drinks, Spring Water charged on consumption.	4.00	664.00	
3 1/2	Freshly Brewed Regular and Decaffeinated Coffee and Mighty Leaf Tea Selections	65.00	227.50	
	TOTAL FOOD		939.50	
	Service Charge %	21.00	197.30	
				1,136.80
90	Traditional Continental Breakfast	20.00	1,800.00	
90	Winter Break	17.00	1,530.00	
	TOTAL FOOD		3,330.00	
	Service Charge %	21.00	699.30	
	Sales Tax %			
				4,029.30

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
12	(12)Rounds of 8 at 60" tables			
2	(2) Cocktail Tables with 2 Chairs Each, ivory linen set near each entry of the room. Inside room.			
	TOTAL MISCELLANEOUS		0.00	

ROOM RENTAL		PRICE	SUBTOTAL	TOTAL
Room:	Conference Room 301	Function: BKF		
Room:	Conference Room 301	Function: MTG	0.00	
Room:	Conference Room 301	Function: BRK		
Room:	Conference Room 301	Function: BRK		
	TOTAL		0.00	

Page 1 of 2

Catering Mgr:

Rich Rueda

CATERING

BEO#: 53515

Banquet Check

Page 2 of 2

Group Name: Texas State Library and Archives Commission	Site Contact: Deborah Littrell
Post As: Texas State Library	Phone: (512) 463-5456 EXT:
	Fax: (512) 421-7287

Grand Total: 5,166.10

Balance Due: 5,166.10

Page 2 of 2

Date: 1/21/2016

Client Signature

AT&T Conference Center - The University of Texas at Austin

INTERNAL

1900 University Avenue Austin, TX 78705
Phone: (512) 404-1900 - Fax: (512) 404-1600

CATERING

Catering Mgr: Rich Rueda

BEO#: 53517

Banquet Check

Page 1 of 1

Group Name: Texas State Library and Archives Commission	Site Contact: Deborah Littrell	
Post As: Texas State Library	Phone: (512) 463-5456	EXT:
	Fax: (512) 421-7287	

Day/Date	Time	Function	Room	Gtd	Actual
Friday, December 04, 2015	7:30 am	Break	Conference Room 301	90	
Friday, December 04, 2015	8:15 am	Meeting	Conference Room 301	90	
Friday, December 04, 2015	8:15 am	Continuous Beverage Break	Conference Room 301	90	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
2	Whole Fruit	24.00	48.00	
54	Individual Beverages - Natural Fruit Juice, Soft Drinks, Spring Water Charged on consumption	4.00	216.00	
6	Freshly Brewed Regular and Decaffeinated Coffee and Mighty Leaf Tea Selections	65.00	390.00	
	TOTAL FOOD		654.00	
	Service Charge %	21.00	137.34	
				791.34
90	Traditional Continental Breakfast	20.00	1,800.00	
	TOTAL FOOD		1,800.00	
	Service Charge %	21.00	378.00	
	Sales Tax %			
				2,178.00

NO	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
12	(12) Rounds of 8 set with 60" rounds and ivory linens			
2	(2)Cocktail Tables with 2 Chairs each, Ivory linen, set near each entry to the room. Inside Room			
	TOTAL MISCELLANEOUS		0.00	

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Room: Conference Room 301 Function: BKF			
Room: Conference Room 301 Function: MTG		2,500.00	
Room: Conference Room 301 Function: BRK			
TOTAL		2,500.00	2,500.00

Grand Total: 5,469.34

Balance Due: 5,469.34

Page 1 of 1

Date: 1/21/2016

Client Signature _____

REVISED

1900 University Avenue Austin, TX 78705
 Phone: (512) 404-1900 - Fax: (512) 404-1600

12/1/2015

Banquet Event Order

Account: Texas State Library and Archives Commission	Event Date: Thursday, December 3, 2015
Post As: Texas State Library	Contact: Deborah Littrell
Address: P.O. Box 12927 Austin, TX 78711	Phone: (512) 463-5456 Fax: (512) 421-7287
	OnSite Contact:
Method of Payment: Direct Bill	Booked By: Rich Rueda Service Mgr: Rich Rueda

Great People, Great Service, Great Results!

Time	Room	Function	Setup	EXP	GTD	Rental
8:30 am - 9:30 am	Conference Room 301	Break	Existing Setup	120	90	
9:30 am - 4:00 pm	Conference Room 301	Meeting	Rounds of 8	120	90	\$2,500.00
9:30 am - 4:00 pm	Conference Room 301	Continuous Beverage Break	Existing Setup	120	90	
2:30 pm - 2:45 pm	Conference Room 301	Break	Existing Setup	120	90	

MENU		SETUP	
Serve: 8:30 am - to 9:30 am	Conference Room 301	Event: 8:30 am - to 9:30 am	Conference Room 301
Traditional Continental Breakfast		L Shape Registration table with 3 chairs and a waste basket set in south corner of pre function area nearest balcony.	
Assortment of Freshly Baked Miniature Croissants, Muffins and Danish		Event: 9:30 am - to 4:00 pm	Conference Room 301
Chef's Mint Marinated Fruit Salad		12	(12)Rounds of 8 at 60" tables
Freshly Squeezed Orange Juice, Grapefruit Juice, Cranberry Juice		Pens, Pads, & Candies at entrance of room	
Freshly Brewed Coffee, Regular and Decaffeinated with Mighty Leaf Tea Selections		(2) Cocktail Tables with 2 Chairs Each, ivory linen set near each entry of the room.	
90 people @\$20.00 Per Person		Inside room.	
Event: 8:30 am - to 9:30 am	Conference Room 301	AUDIO VISUAL	
2	Whole Fruit @\$24.00 per dozen	PSAV To Handle	
Event: 9:30 am - to 4:00 pm	Conference Room 301	SPECIAL ATTENTION	
Individual Beverages - Natural Fruit Juice, Soft Drinks, Spring Water charged on consumption.		Event: 9:30 am - to 4:00 pm	Conference Room 301
Freshly Brewed Regular and Decaffeinated Coffee and Mighty Leaf Tea Selections		Guests are on their own for parking charges.	
Serve: 2:30 pm - to 2:45 pm	Conference Room 301		
Winter Break			
Decorated Gingerbread Boys and Girls			
Cranberry Nut Bars			
Eggnog Cheesecake			
Ham & Cheese Croquette with Pea Mint Dip			

Your guaranteed attendance is due 72 business hours prior to the event start date; if it is not provided, the expected number will be used. Increases over 10% of the original guarantee incur a price increase as follows (menu might deviate due to product availability): 48 to 24 hrs - 15%, 24 to 18 hrs - 20%, 18 hrs or less - 35%. Prices are subject to 21% service charge and applicable taxes. A \$150 labor charge applies for set-up changes made within 24 hours of event date.

P. Rodriguez CTP 12/1/2015
 Authorized Signature Date

Event Manager Signature Date

BEO #: 53515

AT&T Conference Center - The University of Texas at Austin

REVISED

1900 University Avenue Austin, TX 78705
Phone: (512) 404-1900 - Fax: (512) 404-1600

BEO #: 53515

12/1/2015

Banquet Event Order

Page 2 of 2

Account: Texas State Library and Archives Commission	Event Date: Thursday, December 3, 2015
Post As: Texas State Library	Contact: Deborah Littrell
Address: P.O. Box 12927 Austin, TX 78711	Phone: (512) 463-5456
	Fax: (512) 421-7287
	OnSite Contact:
Method of Payment: Direct Bill	Booked By: Rich Rueda
	Service Mgr: Rich Rueda

MENU

Freshly Brewed Coffee, Regular and Decaffeinated with
Mighty Leaf Tea Selections

90 people @\$17.00 Per Person

Please have Continental and Mid Morning break set on Credenza
inside the room.

Please leave whole fruit out for the duration of the meeeting.

BEVERAGE

Your guaranteed attendance is due 72 business hours prior to the event start date; if it is not provided, the expected number will be used. Increases over 10% of the original guarantee incur a price increase as follows (menu might deviate due to product availability): 48 to 24 hrs - 15%, 24 to 18 hrs - 20%, 18 hrs or less - 35%. Prices are subject to 21% service charge and applicable taxes. A \$150 labor charge applies for set-up changes made within 24 hours of event date.

P. Rodriguez 12/1/2015
Authorized Signature Date

Event Manager Signature Date

Print Date: 12/1/2015

BEO #: 53515

BEO #: 53516

AT&T Conference Center - The University of Texas at Austin

1900 University Avenue Austin, TX 78705
Phone: (512) 404-1900 - Fax: (512) 404-1600

BEO #: 53516

REVISED

12/1/2015

Banquet Event Order

Page 1 of 1

Account: Texas State Library and Archives Commission	Event Date: Thursday, December 3, 2015
Post As: Texas State Library	Contact: Deborah Littrell
Address: P.O. Box 12927 Austin, TX 78711	Phone: (512) 463-5456 Fax: (512) 421-7287
Method of Payment: Direct Bill	OnSite Contact:
	Booked By: Rich Rueda Service Mgr: Rich Rueda

Great People, Great Service, Great Results!

Time	Room	Function	Setup	EXP	GTD	Rental
12:00 pm - 1:00 pm	Conference Room 301	Lunch	Existing Setup	120	90	

MENU		SETUP	
Serve: 12:00 pm - to 1:00 pm	Conference Room 301	Event: 12:00 pm - to 1:00 pm	Conference Room 301
University Deli Buffet Creamy Lentil & Chorizo Grilled Baguettes Spinach & Apple Salad, Walnuts, Citrus Infused Oil Chickpea & Tomato Salad, Avocado, Pickled Onions Tri-Color Quinoa Salad, Radishes, Pistachios Build Your Own Sandwich Bar: Black Forest Ham, Smoked Turkey, Roast Beef, Tuna Salad Provolone, Cheddar, Swiss Lettuce, Tomato, Onions, Pickles White, Wheat, Multigrain Breads Assorted Condiments House Potato Chips Freshly Baked Cookies and Brownies Freshly Brewed Regular and Decaffeinated Coffee, Mighty Leaf Tea Selections and Iced Tea 90 people @\$35.00 Per Person		Buffet Tables set outside the room. AUDIO VISUAL SPECIAL ATTENTION	
Please set Buffet outside the room. Please have gluten free bread available on the buffet.			
BEVERAGE			

Your guaranteed attendance is due 72 business hours prior to the event start date; if it is not provided, the expected number will be used. Increases over 10% of the original guarantee incur a price increase as follows (menu might deviate due to product availability): 48 to 24 hrs - 15%, 24 to 18 hrs - 20%, 18 hrs or less - 35%. Prices are subject to 21% service charge and applicable taxes. A \$150 labor charge applies for set-up changes made within 24 hours of event date.

PRodriguez 12/1/2015
 Authorized Signature _____ Date _____

 Event Manager Signature _____ Date _____

Print Date: 12/1/2015

BEO #: 53516

BEO #: 53517

AT&T Conference Center - The University of Texas at Austin

REVISED

1900 University Avenue Austin, TX 78705
Phone: (512) 404-1900 - Fax: (512) 404-1600

BEO #: 53517

12/1/2015

Banquet Event Order

Page 1 of 1

Account: Texas State Library and Archives Commission	Event Date: Friday, December 4, 2015
Post As: Texas State Library	Contact: Deborah Littrell
Address: P.O. Box 12927 Austin, TX 78711	Phone: (512) 463-5456
	Fax: (512) 421-7287
	OnSite Contact:
Method of Payment: Direct Bill	Booked By: Rich Rueda
	Service Mgr: Rich Rueda

Great People, Great Service, Great Results!

Time	Room	Function	Setup	EXP	GTD	Rental
7:30 am - 8:15 am	Conference Room 301	Break	Existing Setup	120	90	
8:15 am - 1:00 pm	Conference Room 301	Meeting	Rounds of 8	120	90	\$2,500.00
8:15 am - 1:00 pm	Conference Room 301	Continuous Beverage Break	Existing Setup	120	90	

MENU		SETUP	
Serve: 7:30 am - to 8:15 am	Conference Room 301	Event: 8:15 am - to 1:00 pm	Conference Room 301
Traditional Continental Breakfast		12	(12) Rounds of 8 set with 60" rounds and ivory linens
Assortment of Freshly Baked Miniature Croissants, Muffins and Danish			Pens, Pads, & Candies at entrance of room
Chef's Mint Marinated Fruit Salad			(2) Cocktail Tables with 2 Chairs each, Ivory linen, set near each entry to the room. Inside Room
Freshly Squeezed Orange Juice, Grapefruit Juice, Cranberry Juice		AUDIO VISUAL	
Freshly Brewed Coffee, Regular and Decaffeinated with Mighty Leaf Tea Selections		SPECIAL ATTENTION	
90 people @\$20.00 Per Person		Event: 8:15 am - to 1:00 pm	Conference Room 301
Event: 7:30 am - to 8:15 am	Conference Room 301	Guests are on their own for parking charges.	
2 Whole Fruit	@\$24.00 per dozen		
Event: 8:15 am - to 1:00 pm	Conference Room 301		
Individual Beverages - Natural Fruit Juice, Soft Drinks, Spring Water	@\$4.00 each		
Charged on consumption			
Freshly Brewed Regular and Decaffeinated Coffee and Mighty Leaf Tea Selections	@ \$65.00 Gallon		
Please leave whole fruit out for the duration of the meeting.			
BEVERAGE			

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Authorized Signature

12/1/2015
Date

Event Manager Signature

Date

Print Date: 12/1/2015

BEO #: 53517