

**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. 306-16-8144	12. HUB: N/A	13. Order Type: Direct Publication
	5. PCC H	14. Vendor Identification No: [REDACTED]	
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.	15. Vendor Address: CITIBank Business and Legal Report 100 Winners Circle N, Ste 300 Brentwood, TN 370271003	
	7. Document (order) amt \$653.95	16. Vendor Contact Info: Phyllis Phone: (800) 274-6774 x 8044 Fax: Email: PSmith@blr.com	
*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."	8. REF DOC	9. Service Period or Expected Delivery Date: 11/1/2015 - 10/31/2016	
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: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Vanessa Siordia Email: Human_Resources@tsl.texas.gov		Phone: (512) 463-5496

17. Description

PROCUREMENT CARD PURCHASE

Annual subscription of the following newsletter for the Human Resources Department.

Customer # 5696989; Order # 4-16692763

Subscription was paid over the phone with Phyllis. Receipt will be received via email.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09301	16	7382	7399	\$653.95	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	What to Do About Personnel Problem in Texas Item # SPPNLTX	956-49	1	Year(s)	\$619.00	\$619.00
2.	Shipping & Handling	962-86	1	Lot(s)	\$34.95	\$34.95

INTERNAL PO ONLY

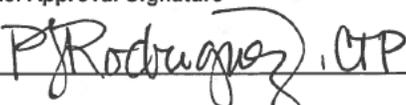
Grand Total \$653.95

26. Legal Cites:

27. Division Tracking Number: ADM Serial Renewal

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 10/1/2015	29. Vendor Signature	Date
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Business & Legal Resources
PO Box 41503
Nashville, TN 37204-9730

Phone: (800) 274-6774 ext. 8044

- Transaction Receipt -

BLR

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Tran ID: 1236959496
Ticket #: 959496
Reference #: ps58
Type: Credit Card Sale
Date: 10/7/2015
Time: 9:50 AM
Amount: 653.95
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What To Do About Personnel Problems 12 month renewal

We appreciate your business.
Thank You,
Phyllis

Physical Address: 100 Winners Circle Brentwood, TN 37027

Ship To: Shantil Moore
 HR Coordinator
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 Austin TX 78701

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Please write Order # on check

INVOICE

Cust #: 5696989
Order #: 4-16692763
Date: 9/15/2015
P.O. #:

Total Due: \$653.95

RETURN THIS INVOICE WITH YOUR PAYMENT Detach here ▽

ORDER # 4-16692763	DATE: 9/15/2015	P.O. #: 306-16-844
CUSTOMER # 5696989		

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QUANTITY	PUBLICATION	DESCRIPTION	EXTENSION
1	SPPNLTX	What to Do About Personnel Problems in Texas	\$619.00
<p>DON'T RISK MISSING A SINGLE UPDATE Renew your subscription today and continue receiving updates on critical changes to employment laws in your state.</p>			

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 ACCOUNTING

DEFA

SUBTOTAL \$619.00
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TOTAL DUE \$653.95

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