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.** 306-16-8151	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC E	**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:** Nichole Chagnon 7509 Peabody Drive Austin, TX 78729	
	7. Document (order) amt $200.00		
	8. REF DOC		
*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."	**9. Service Period or Expected Delivery Date:** 1/20/2016	**16. Vendor Contact Info:** same as vendor **Phone:** (512) 217-4376 **Fax:** **Email:** nicolechagnon@hotmail.com	
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: Christine McNew **Email:** cmcnew@tsl.texas.gov		**Phone:** (512) 463-4856

17. Description

Nichole Chagnon will co-prepare and co-present the following webinar on January 20, 2016 from 10:00 am to 11:00 am CST. Michelle Beebower will be the other co-presenter and co-presenter for this webinar.

Webinar description: This webinar will provide an overview and introduction to the 2016 Collaborative Summer Readin Program Teen Manual. This proposal is for a one-hour webinar on how to effectively use this manual and will feature literacy activities in the manual.

The Texas State Library and Archives Commission reserves all rights to the webinar video and to archive the webinar video.

USAGE: For inclusion on TSLAC's website, within TSLAC originated web courses, and for publication in TSLAC sanctioned print, video, or Internet publications or products. The recording will be accessible free of charge to library staff.

Note: Presenter to provide TSLAC with copies of outline/handouts prior to presentation of webinar to assure compliance with VPAT accessibililty requirements. The Texas State Library and Archives Commission Audio/Video Consent Form is attached and must be submitted to TSLAC prior to presentation(s). Presenter will provide TSLAC with a written response to attendee questions within three business days of the live webinar.

Vendor is not to exceed the total amount listed on the PO, without prior approval and amendment to this PO by the TSL Purchasing Department. LSTA Order Terms & Conditions and Invoicing Instructions are attached. Payment will follow after invoice has been received and webinar has been conducted.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7213	7222	$200.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	The webinar title is "Introduction to 2016 CSLP Teen Programming Manual"	924-86	1	Each	$200.00	$200.00

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

Grand Total $200.00

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: LDN 16-080

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
PJRodriguez, CTP	10/28/2015		