

**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. 306-16-8156	12. HUB: WO/F	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: Government Procurement Services 400 Errol Drive Spicewood, TX 78669	
	7. Document (order) amt \$810.00	16. Vendor Contact Info: Janet Hasty Phone: (888) 254-7715 Fax: (512) 505-8207 Email: janet@gpstraining.biz	
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	9. Service Period or Expected Delivery Date: 10/15/2015	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Email:		Phone:

17. Description

Registration for the following staff to attend the "Ethics in Contracting" course
 Date: October 15, 2015
 Location: Houston, TX

Registrations have been submitted online and PO will be emailed to Vendor. 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. Purchase Order Terms & Conditions and Invoicing Instructions are attached.

Vendor Cancellations or Substitutions Policy:

Cancellations received up to ten (10) days prior to the workshop are refundable, less a \$25.00 cancellation fee. Cancellations made less than ten (10) days prior to the workshop are subject to the entire workshop fee - which may be applied to a future workshop.

Substitutions may be made anytime at no charge.

Please note that if you do not cancel and do not attend the workshop, you are responsible for the entire workshop fee.

Vendor Payment Policy:

Payments made by purchase order are invoiced after the workshop. Please e-mail a copy of the purchase order to info@gpstraining.biz or fax to (512) 505-8207.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7203	7104	\$270.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Danielle Plumer, Registration ID # 86551218	924-25	1	Each	\$270.00	\$270.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	17111	16	7203	7220	\$540.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Katherine Adelberg, Registration ID # 865510249	924-25	1	Each	\$270.00	\$270.00
3.	Thea Blair, Registration ID # 86551933	924-25	1	Each	\$270.00	\$270.00

INVOICE TO FOLLOW

Grand Total \$810.00

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

27. Division Tracking Number: LDN-16-075

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 10/9/15	29. Vendor Signature	Date
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RegOnline® by Lanyon [Host Your Own Event](#)

Ethics in Contracting - HOUSTON

Thursday, October 15, 2015 8:00 AM - 5:00 PM (Central Time)

LaQuinta Inn & Suites

10850 Harwin Drive
Houston, Texas 77072
United States
(281)495-7700
[Email Us](#)

Personal Info

Registration ID: 86551218



Registrant: Danielle Plumer
Statewide Resource Sharing Coordinator
Texas State Library & Archives Commission
PO Box 12516
Austin, TX 78711

Registration Date: 10/9/2015 2:30 PM

Status: Confirmed

Work Phone: 512-463-5433

Email: dplumer@tsl.texas.gov

Fees

Fee	Quantity	Unit Price	Amount
Fee			
Ethics in Contracting - Houston	3	\$270.00	\$810.00
Subtotal:			\$810.00
Total:			\$810.00

Transactions

Transaction Type	Date	Amount	Balance
Previous Transactions			
Transaction Amount	10/9/2015	\$810.00	\$810.00
Current Balance:			\$810.00

Payment Method**Payment Method:** P.O.**PO Number:** 306-16-8156**Payment Instructions****Checks:** Mail to:

Government Procurement Services
400 Errol Drive
Spicewood, TX 78669

Purchase Orders: Payments made by purchase order are invoiced after the workshop. Please e-mail a copy of the purchase order to info@gpstraining.biz or fax to (512) 505-8207.

Additional Group Members - 2[Katherine Adelberg](#)**Personal Info****Registration ID:** 86551249

Registrant: Katherine Adelberg
Library Management Consultant
Texas State Library & Archives Commission
PO Box 12516
Austin, TX 78711

Registration Date: 10/9/2015 2:31 PM**Status:** Confirmed**Work Phone:** 512-463-5475**Email:** kadelberg@tsl.texas.gov[Thea Blair](#)**Personal Info****Registration ID:** 86551933

Registrant: Thea Blair
CEC Manager
Texas State Library & Archives Commission
PO Box 12516
Austin, TX 78711

Registration Date: 10/9/2015 2:51 PM**Status:** Confirmed**Work Phone:** 512-936-4449**Email:** tblair@tsl.texas.gov

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