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.** 306-16-8166	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC	**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.** DT-9	**15. Vendor Address:** UT Austin, Office of Conferences & Training LBJ School of Public Affairs PO Box Y Austin, TX 787138925	
	7. Document (order) amt $390.00		
	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."		**16. Vendor Contact Info:** Debbie Bunch **Phone:** (512) 471-0820 **Fax:** (512) 471-4697 **Email:** lbjpd@uts.cc.utexas.edu	
	9. Service Period or Expected Delivery Date: 11/17/2015		
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:** 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 "24th Human Resource Management Institute" Course
Date: November 17, 2015
Location: Austin, TX

Notes from vendor: We will mail an invoice to the registrant at the address provided when registering. We do not need to receive payment prior to the event and we ask that you not bring payment with you to the event.

ACCOUNTING NOTE: Please send warrant for payment so that payment can be properly tracked. Thank you!

Cancellation Policy
If you need to cancel your registration, your written cancellation notice must be received before October 5, 2015 in order for you to receive a full refund. Thereafter, cancellation notices received after October 5, 2015 and before November 5, 2015 will be charged a $65 administrative fee. If cancellation occurs between November 5, 2015 and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellation notices should be emailed to lbjpd@uts.cc.utexas.edu. Phone messages do not serve as official cancellation notices.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09301	16	7203	7399	$390.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Vanessa Siordia Yvonne Petreczko	924-25	2	Each	$195.00	$390.00
2.	Latha Ramachandran - free of charge, Planning Committee Member	924-25	1	Each	$0.00	$0.00

INVOICE TO FOLLOW **Grand Total** $390.00

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

27. Division Tracking Number: ADM 16-051

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
P Rodriguez, CTP	10/13/2015		