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.** 306-16-8181	**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:** RR Donnelley PO Box 730216 Dallas, TX 753730216	
	7. Document (order) amt $350.00		
	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:** 11/20/2015	**16. Vendor Contact Info:** Rochelle A. Bogatza **Phone:** (512) 334-5108 **Fax:** (512) 334-5120 **Email:** rochelle.a.bogatz@rrd.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: Diana Rivera **Email:** drivera@tsl.texas.gov		**Phone:** (512) 463-2582

17. Description

Pre-printed #10 envelopes for TBP
This Purchase Order has been awarded based on CCG Job Portal # 2005171030. Please refer to quote # 795686 for the job request.

TSLAC Terms & Conditions and Invoicing Instructions are attached.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43111	16	7300	7054	$350.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Pre-printed #10 Envelopes with TBP Logo/Return Address and Free Matter on Far Right	966-31	4000	Each	$0.07	$280.00
2.	Pre-printed #10 Envelopes with TBP Logo/Return Address	966-31	1000	Each	$0.07	$70.00
					Grand Total	$350.00

26. Legal Cites: Texas Government Code, Title 10, Chapter 2162.105. Exemption on contracts of the Council of Competitive Government

27. Division Tracking Number: TBP 16-60

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	11/16/15		

RR DONNELLEY

www.rrdonnelley.com

11/05/2015
Estimate: 795686
Estimator: Mary Carter

Tami Allen
Texas State Library & Archives Comm

We are pleased to submit this estimate based on the following specifications and prices:

Description:	TBP envelope - 306-16-8181 - two versions
Quantity:	1,000 + 4,000 = 5,000 total pcs
Pages:	2
Flat Size:	#10
Final Size:	4.125 x 9.5
Artwork:	Print Ready PDF
Proofing:	Processed PDF
Stock:	#10 standard window envelope, 24# WW
Ink:	pms 281 / 0 - no bleed
Finishing:	n/a
Packaging:	Convenient Cartons
Delivery:	Freight to 78701 in price
Producing Plant:	Orlando, FL 32824

Quantity	**5,000**
Price	$350
Unit Price	.07/ea

We look forward to working with you on this project. Please reference quote number on all correspondence. Additional costs not reflected in this estimate may be applicable if project deviates from original specifications. Alteration costs will be brought to your attention for approval, prior to production. Quote valid for 30 days.

Other terms and conditions can be viewed here: http://www.rrdonnelley.com/terms/rrd-terms-conditions.aspx

Sincerely,
Randy Denbow

Quantity: Please refer to PO Purchase Order No: 306-16-8181 Requested Delivery Date: 11/20/2015

Signature: P Rodriguez, CTP Date: 11/16/2015

Comptroller
of Public
Accounts
Form 01-315
(Revised 10/00)

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATE

Name of purchaser, firm or agency	
Texas State Library & Archives Commission	
Address (Street & number, P.O. Box or Route number)	Phone (Area code and number)
1201 Brazos Street	512-463-3037
City State, Zip Code	
Austin, Texas 78701	

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: RR Donnelley

Street address: PO Box 932721 City, State, Zip: Cleveland, OH 44193

Description of Items to be purchased, or on the attached order or invoice:

Printing Services for TBP Envelopes

Purchaser claims this exemption for the following reason:

State Agency exempt under Texas Tax Code 151.309

Tax Exemption Certificate No. 3306-306-3060

Tax ID No. 74-6000126

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶ Purchaser	Title	Date
P Rodriguez, CTP Pam Rodriguez	Purchaser, CTP	11/16/2015

NOTE: This certificate cannot be issued for the purchase, lease or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.