

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8186	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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	<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> Solutions Training Group 314 E. Highland Mall Blvd, Suite 403 Austin, TX 787523735	
	<b>7. Document (order) amt</b> \$498.00	<b>16. Vendor Contact Info:</b> Nicole Chesebro; nicole@solutionstraininggroup.com <b>Phone:</b> (512) 284-7772 <b>Fax:</b> <b>Email:</b> billing@solutionstraininggroup.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 11/12/2015	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov		<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393
	<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>

**17. Description**

Registration for the following staff to attend the workshop, "Leading with Emotional Intelligence"  
 Date: Thursday, November 12, 2015  
 Location: Holiday Inn Austin Midtown

Registration has been completed online. Invoice to follow after class attendance.

Please note cancellation deadline and conditions:

Cancellation Date: October 29, 2015

To cancel your registration from this course, please call or email the course contact listed below. If a cancellation is received after the cancellation date, the registrant will be charged \$75 for course materials.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7203	7399	\$249.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Early Bird Registration for Mark Smith	924-41	1	Each	\$249.00	\$249.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	43121	16	7203	7402	\$249.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Early Bird Registration for Kathleen Walls	924-41	1	Each	\$249.00	\$249.00

**INVOICE TO FOLLOW**

**Grand Total** \$498.00

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

27. Division Tracking Number: EXEC-16-022, TBP 16-61

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.

<b>28. Approval Signature</b> 	<b>Date</b> 10/27/2015	<b>29. Vendor Signature</b>	<b>Date</b>
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