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.** 306-16-8190	**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:** Society of American Archivists 17 North State Street, Suite 1425 Chicago, IL 606023315	
	7. Document (order) amt $280.00		
	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:** 11/2/2015	**16. Vendor Contact Info:** Carlos Salgado **Phone:** **Fax:** **Email:** csalgado@archivists.org	
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 take the exams for the "Standards for Digital Archives" and the "Overview of Metadata" on November 2, 2015

Roster has already been sent to Mia Capodilupo (education@archvists.org) by Laura Saegert.

TSLAC Terms & Conditions and Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7203	7506	$280.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Exam links for "Standards for Digital Archives" Caitlin Burhans; cburhans@tsl.texas.gov Anna Reznik; areznik@tsl.texas.gov Halley Grogan; hgrogan@tsl.texas.gov Jonathan King; jking@tsl.texas.gov Susan Floyd; sfloyd@tsl.texas.gov - FREE	924-20	4	Each	$35.00	$140.00
2.	Exam links for "Overview of Metadata" Caitlin Burhans; cburhans@tsl.texas.gov Anna Reznik; areznik@tsl.texas.gov Halley Grogan; hgrogan@tsl.texas.gov Jonathan King; jking@tsl.texas.gov Susan Floyd; sfloyd@tsl.texas.gov - FREE	924-20	4	Each	$35.00	$140.00
					Grand Total	$280.00

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: ARIS 16-092

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	10/30/2015		