

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> <b>306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8192	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> ██████████	
<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>  Texas Comptroller of Public Accounts, ATTN: Budget and Internal Accounting PO Box 13186 Austin, TX 787113186	
	<b>7. Document (order) amt</b> \$850.00	<b>16. Vendor Contact Info:</b>  <b>Phone:</b> (512) 463-5355 <b>Fax:</b> <b>Email:</b> CTP@cpa.state.tx.us	
<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> 11/10/2015 - 7/26/2015	
	*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."	<b>10. Agency Contact:</b> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
	<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>

**17. Description**

Webinar registrations for Pam Rodriguez (09401) and Thea Blair (24312). These webinars will be applied to the CTP and CTCM certifications. Each webinar can allow five staff members credit toward their certifications.

Registration for the following staff to attend the Purchasing 101 for Everyone class:

Account Info: ITV RTI # 302700

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09401	16	7203	7399	\$425.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Webinars for Pam Rodriguez Business Email Etiquette Webinar on November 10, 2015	924-25	1	Each	\$25.00	\$25.00
2.	Personal and Professional Resilience Webinar on November 24, 2015	924-25	1	Each	\$25.00	\$25.00
3.	Staying Motivated on the Job Webinar on December 2, 2015	924-25	1	Each	\$25.00	\$25.00
4.	First Class Customer Service Webinar on January 12, 2016	924-25	1	Each	\$25.00	\$25.00
5.	Time Management Webinar on January 26, 2016	924-25	1	Each	\$25.00	\$25.00
6.	Creating a Respectful Workplace Webinar on February 9, 2016	924-25	1	Each	\$25.00	\$25.00
7.	Emotionally Intelligent Teams Webinar on February 23, 2016	924-25	1	Each	\$25.00	\$25.00
8.	Conducting Successful Meetings Webinar on March 8, 2016	924-25	1	Each	\$25.00	\$25.00
9.	Decision Making Skills Webinar on March 22, 2016	924-25	1	Each	\$25.00	\$25.00
10.	Defusing Hostile Customers Webinar on April 12, 2016	924-25	1	Each	\$25.00	\$25.00
11.	Finding Balance Webinar on April 26, 2016	924-25	1	Each	\$25.00	\$25.00
12.	Rolling with the Changes Webinar on April 24, 2016	924-25	1	Each	\$25.00	\$25.00
13.	Workplace Communication Webinar on May 10, 2016	924-25	1	Each	\$25.00	\$25.00
14.	Preparing and Delivering Powerful Presentations Webinar on June 14, 2016	924-25	1	Each	\$25.00	\$25.00
15.	Financial Fundamentals Webinar on June 28, 2016	924-25	1	Each	\$25.00	\$25.00
16.	Professional Presence Webinar on July 12, 2016	924-25	1	Each	\$25.00	\$25.00
17.	Problem Solving Webinar	924-25	1	Each	\$25.00	\$25.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	24112	16	7203	7056	\$100.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
18.	Purchasing 101 for Everyone Class on January 7, 2016 for Erica McCormick	924-25	1	Each	\$100.00	\$100.00
<i>Grant Number: LS-00-15-0044-15 – FFY 2015   CFDA: 45.310 – Grants to States   Institute of Museum and Library Services</i>						

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	24312	16	7203	7220	\$225.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
19.	Webinars for Thea Blair Personal and Professional Resilience Webinar on November 24, 2015	924-25	1	Each	\$25.00	\$25.00
20.	Time Management webinar on January 26, 2016	924-25	1	Each	\$25.00	\$25.00
21.	Emotionally Intelligent Teams on February 23, 2016	924-25	1	Each	\$25.00	\$25.00
22.	Conducting Successful Meetings on March 8, 2016	924-25	1	Each	\$25.00	\$25.00
23.	Decision Making Skills on March 22, 2016	924-25	1	Each	\$25.00	\$25.00
24.	Class Registration Purchasing 101 for Everyone Class on January 7, 2016 for Thea Blair	924-25	1	Each	\$100.00	\$100.00
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19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
25.	Purchasing 101 for Everyone Class on January 7, 2016 for Henry Stokes	924-25	1	Each	\$100.00	\$100.00

*Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services*

**INTERNAL PO ONLY**

**Grand Total**                      \$850.00

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

**27. Division Tracking Number:** ADM 16-057, LDN-16-086

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

<b>28. Approval Signature</b> <i>PJ Rodriguez, CPP</i>	<b>Date</b> <i>11/2/2015</i>	<b>29. Vendor Signature</b>	<b>Date</b>
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20.	Time Management webinar on January 26, 2016	924-25	1	Each	\$25.00	\$25.00
21.	<b>Webinars for Russlene Waukechon Emotionally Intelligent Teams on February 23, 2016</b>	<b>924-25</b>	<b>1</b>	<b>Each</b>	<b>\$25.00</b>	<b>\$25.00</b>
22.	<b>Conducting Successful Meetings on March 8, 2016</b>	<b>924-25</b>	<b>1</b>	<b>Each</b>	<b>\$25.00</b>	<b>\$25.00</b>
23.	<b>Decision Making Skills on March 22, 2016</b>	<b>924-25</b>	<b>1</b>	<b>Each</b>	<b>\$25.00</b>	<b>\$25.00</b>
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**Grand Total      \$850.00**

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<b>28. Approval Signature</b> <i>P. Rodriguez, CTP</i>	<b>Date</b> <i>2/2/2016</i>	<b>29. Vendor Signature</b>	<b>Date</b>
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