

**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. 306-16-8217	12. HUB: WO/F	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: ██████████	
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: Government Procurement Services 400 Errol Drive Spicewood, TX 78669	
	7. Document (order) amt \$295.00	16. Vendor Contact Info: Janet Hasty; janet@gpstraining.biz Phone: (888) 254-7715 Fax: (512) 505-8207 Email: info@gpstraining.biz	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	8. REF DOC	9. Service Period or Expected Delivery Date: 2/25/2016	
	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 the "Ethics in Contracting" course

Date: February 25, 2016

Location: Austin, TX

Registration has been submitted online and PO will be emailed to Vendor. Vendor is not to exceed the total amount on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department. Purchase Order Terms & Conditions and Invoicing Instructions are attached.

Vendor Policies:

Cancellations received up to ten (10) days prior to the workshop are refundable, less a \$25.00 cancellation fee. Cancellations received up to ten (10) days prior to the workshop are refundable, less a \$40.00 cancellation fee. Cancellations made less than ten (10) days prior to the workshop are subject to the entire workshop fee - which may be applied to a future workshop.

Substitutions may be made anytime at no charge.

Please note that if you do not cancel and do not attend the workshop, you are responsible for the entire workshop fee.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7203	7051	\$295.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Deborah Littrell; Registration ID # 87583284 Invoice # 1772384-87583284	924-25	1	Each	\$295.00	\$295.00

INVOICE TO FOLLOW

Grand Total \$295.00

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

27. Division Tracking Number: LDN-16-094

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 11/17/2015	29. Vendor Signature	Date
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