

**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. 306-16-8220	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: 17419064955	
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. DT-9	15. Vendor Address: Texas Association of State Systems for Computing & Communications (TASSCC) PO Box 27834 Austin, TX 78755	
	7. Document (order) amt \$150.00	16. Vendor Contact Info: Lindy Jordan Phone: (512) 474-1827 Fax: Email: info@tasscc.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	8. REF DOC	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
	9. Service Period or Expected Delivery Date: 12/11/2015	11. TSLAC Project Contact: Email: Phone:	
*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."			

17. Description

Registration for the following staff to attend the "2015 TASSCC State of the State Conference"
 Date: December 11, 2015
 Location: Austin, TX

Registration has been completed online. Invoice is attached. PO will be submitted to nmiles@cmpmanagement.com to secure registration. Registration fee does not have to be paid before conference attendance.

Vendor policy:

CANCELLATIONS

A full refund will be given for written requests received on or before November 20, 2015. No refunds will be granted after November 20, 2015. Cancellations must be received in writing from the original registrant at ljordan@tasscc.org. No cancellations will be take by phone.

SUBSTITUTIONS

Substitute attendees may be named prior to December 8, 2015 or during on-site registration. Notification of substitution must be submitted in writing from the original registrant at ljordan@tasscc.org. No substitutions will be take by phone.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	08111	16	7203	7399	\$150.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Early Bird Registration for Manual Alvarez, Registration ID: 5628037 Invoice # 200003386	924-25	1	Each	\$150.00	\$150.00

INVOICE TO FOLLOW

Grand Total \$150.00

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

27. Division Tracking Number: IRT 16-021

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 11/18/2015	29. Vendor Signature	Date
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Texas Association of State Systems for Computing and Communications

Invoice

Date	Invoice #
11/18/2015	200003386

Bill To
Accounts Payable Texas State Library & Archives Comm. PO Box 12516 Austin, TX 78711 United States

Ship To
Manuel Alvarez Texas State Library & Archives Comm. 1201 Brazos Street Austin, TX 78701 United States

PO Number	Terms	Due Date
306168220	Due on receipt	11/18/2015

Qty	Description	Price	Totals
1	2015 SOS Government (Full) Member Registration - Manuel Alvarez	\$175.00	\$175.00
1	Discount (2015 SOS Government (Full) M... - \$50.00 (5335311))	(\$25.00)	(\$25.00)
Sub-Total			\$150.00
Total			\$150.00
Balance Due			\$150.00

Additional Information:

I will submit a copy of our Purchase Order to nmiles@cmpmanagement.com for your reference. Thank you!

Remit Payment to:
TASSCC
PO Box 27834
Austin, TX 78755

Tax ID #74-1906495

Questions? Contact TASSCC at 512-474-1827 or info@tasscc.org.

Vendor Change Approvals:

Purchasing Signature

Date

Please initial and date accordingly

1 _____
2 _____
3 _____
4 _____

5 _____
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7 _____