

**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. 306-16-8225	12. HUB: N/A	13. Order Type: Service
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		5. PCC	14. Vendor Identification No: [REDACTED]	
*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."		6. Current Document No. DT-9	15. Vendor Address: Texas Comptroller of Public Accounts, ATTN: Budget and Internal Accounting PO Box 13186 Austin, TX 787113186	
		7. Document (order) amt \$450.00	16. Vendor Contact Info: Phone: (512) 463-5355 Fax: Email: CTP@cpa.state.tx.us	
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: 12/8/2015 - 1/7/2016	
		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 webinars for TBP staff. Ava Smith will be registered for the webinars. These webinars are good for up to five people. Participants will include: Jennifer Ronsen, Diana Rivera, and two TSLC staff. These webinars will count as credit hours toward CTCM certifications.

Workshop registration is also included with this PO.

Accounting Info: ITV RTI #302700

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43111	16	7203	7054	\$450.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Staying Motivated on the Job Webinar on December 8, 2015 for Ava Smith	924-25	1	Each	\$25.00	\$25.00
2.	Keeping Your Cool, Even When Others Don't Webinar on December 22, 2015 for Ava Smith	924-25	1	Each	\$25.00	\$25.00
3.	First Class Customer Service on January 12, 2016 for Ava Smith	924-25	1	Each	\$25.00	\$25.00
4.	Time Management Webinar on January 26, 2016 for Ava Smith	924-25	1	Each	\$25.00	\$25.00
5.	Creating a Respectful Workplace Webinar on February 9, 2016 for Ava Smith	924-25	1	Each	\$25.00	\$25.00
6.	Emotionally Intelligent Teams Webinar for Ava Smith	924-25	1	Each	\$25.00	\$25.00
7.	Purchasing 101 for Everyone Workshop on January 7, 2016 for: Ava Smith Jennifer Ronsen Diana Rivera	924-25	3	Each	\$100.00	\$300.00

INTERNAL PO ONLY

Grand Total \$450.00

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

27. Division Tracking Number: TBP 16-66, TBP 16-67, TBP 16-68, TBP 16-69, TBP 16-70, TBP 16-71, TBP 16-72

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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 <i>P. Rodriguez, CTP</i>	Date <i>11/25/15</i>	29. Vendor Signature	Date
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