

**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. 306-16-8241	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: Christine Walczyk PO Box 171123 Austin, TX 78717	
	7. Document (order) amt \$2,000.00	16. Vendor Contact Info: Same as Vendor Phone: Fax: Email: tine33@gmail.com	
	8. REF DOC	9. Service Period or Expected Delivery Date: 2/1/2016 - 5/31/2016	
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: Naomi DiTullio Email: nditullio@tsl.texas.gov		Phone: (512) 936-2586
	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

Christine Walczyk will create and conduct a series of five (5) webinars during the period of February 2016 - May 2016. The Spring Series of webinars entitled, "Tech Tools with Tine" will feature the following scheduled webinars. Topics are in development and will be discussed with the TSLAC Project Contact in box 11.

Dates of webinars:

- Friday, February 19, 2016 - 10 am
- Friday, February 26, 2016 - 10 am
- Friday, April 29, 2016 - 10 am
- Friday, May 6, 2016 - 10 am
- Friday, May 20, 2016 - 10 am

The Texas State Library and Archives Commission reserves all rights to the webinar video and to archive the webinar video.

USAGE: For inclusion on TSLAC's website, within TSLAC originated web courses, and for publication in TSLAC sanctioned print, video, or Internet publications or products. The recording will be accessible free of charge to library staff.

Note: Presenter to provide TSLAC with copies of outline/handouts prior to presentation of webinar to assure compliance with VPAT accessibility requirements. The Texas State Library and Archives Commission Audio/Video Consent Form is attached and must be submitted to TSLAC prior to presentation(s).

If equipment failure or other unforeseen circumstances will delay the scheduled webinar(s), Vendor must immediately provide notice to TSLAC's Purchasing department and TSLAC's Project Manager. Vendor must keep TSLAC informed at all times of any delays or interruptions in work schedule which are due to unforeseen circumstances. No exceptions will be granted if Vendor does not provide notification to TSLAC. An email notification or a telephone call are acceptable forms of notice.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department. LSTA Order Terms & Conditions and Invoicing Instructions are attached. Payment will follow after invoice has been received and webinar has been conducted.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7213	7211	\$2,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Create and conduct webinar series for the dates mentioned above	924-86	1	Lot(s)	\$2,000.00	\$2,000.00

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

INVOICE TO FOLLOW

Grand Total \$2,000.00

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: LD 16-100

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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>PJ Rodriguez, CTP</i>	Date <i>1/13/2016</i>	29. Vendor Signature	Date
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