

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8244	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> [REDACTED]	
<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> UT Printing Services - Document Solutions PO Box 7727 Austin, TX 787137727	
	<b>7. Document (order) amt</b> \$870.00	<b>16. Vendor Contact Info:</b> Juliana Gutierrez Phone: (512) 471-5464 Fax: Email: julianag@austin.utexas.ued	
<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>10. Agency Contact:</b> Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 1/8/2016	<b>11. TSLAC Project Contact:</b> Diana Rivera Phone: (512) 463-2582 Email: drivera@tsl.texas.gov	
<b>"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>			

**17. Description**

Printing services for pre-printed labels and supplies. Requested that job be completed no later than January 8, 2016.

Print specifications were submitted to UT by Diana Rivera. Quote provided by Juliana on November 30, 2015. Please see attached.

Font: Arial

Size: To fit 2 lines as shown below.

Labels should be:

1. Tear-proof
2. To withstand exposure to outdoor elements.
3. Resistant to smudging, UV light, abrasion, dirt, chemicals, heat, and humidity.
4. Rounded corners to inhibit peeling.
5. Can be on sheets about the size of letter sized paper or rolls.
6. Label stock specs need to be plastic or similar but not paper coated with plastic.

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. Invoicing instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43211	16	7273	7405	\$870.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	50,000 Pre-printed labels, no larger than 3.875" x 0.375" Info for Labels: Line 1: TX1A Talking Book Program TSLAC Line 2: 4400B Shoal Creek Blvd Austin, TX 78756	966-89	1	Lot(s)	\$870.00	\$870.00

**Grand Total \$870.00**

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

**27. Division Tracking Number:** TBP 16-77

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.

<b>28. Approval Signature</b> 	<b>Date</b> 12/23/2015	<b>29. Vendor Signature</b>	<b>Date</b>
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