

**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. 306-16-8250	12. HUB: N/A	13. Order Type: Service
	5. PCC	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 Num DT-9	15. Vendor Address: Solutions Training Group 314 E. Highland Mall Blvd, Suite 403 Austin, TX 787523735	
	7. Total Encumbrance \$2,250.00	16. Vendor Contact Info: Nicole Perrota Phone: (512) 284-7772 Fax: Email: nicole@solutionstraininggroup.com	
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. NIGP Code 924-25	
	9. Service Period or Expected Delivery Date: -	11. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
INVOICE TO FOLLOW			

17. Description

Vendor to conduct an on-site workshop(s) for one of the following topics. Workshop will include eight (8) hours of material and up to thirty (30) TSLAC staff to attend.

Topics: Quality Listening OR Feedback & Coaching for Change

Date: To Be Determined

Location: 1201 Brazos Street, Austin, TX 78701

TSLAC Project Contact will coordinate with Vendor to determine the workshop date & time and approve the final topic(s) that will be provided for the on-site workshop. Vendor will invoice after the workshop have been conducted. TSLAC Project Contact: Latha Ramachandran; (512) 463-5497; lramachandran@tsl.texas.gov

Workshop should be conducted no later than August 30, 2016.

TSLAC Terms & Conditions and Invoicing Instructions are attached. 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.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT
001	09301	16	7203	7399	\$450.00
002	17111	16	7203	7051	\$450.00
003	43111	16	7203	7054	\$450.00
004	52111	16	7203	7055	\$450.00
005	66111	16	7203	7699	\$450.00
Total:					\$2,250.00

19. Legal Cites:

20. Division Tracking Number: ADM 16-076

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 #11.

Confirmation of receipt is required, please sign box #23 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

22. Approval Signature 	Date 10/23/2015	23. Vendor Signature	Date
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