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.** 306-16-8273	**12. HUB:** BL/M	**13. Order Type:** Spot
	5. PCC E	**14. Vendor Identification No:** [redacted]	
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:** Tier One Partners Alliance, LLC [T1PA] 1120 Toro Grande Drive, Bldg 2, Ste 208 Cedar Park, TX 78613	
	7. Document (order) amt $38.77		
	8. REF DOC		
*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."	**9. Service Period or Expected Delivery Date:** 1/20/2016	**16. Vendor Contact Info:** Michelle **Phone:** (512) 335-7173 x 131 **Fax:** **Email:** service@t1pa.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	**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

Items were not available on State Contract. Items will be purchased Open Market.

Please refer to Customer #: 15776441 to process order. Pricing and free shipping has been confirmed with Michelle. Items are needed by January 22, 2016. Please notify me if there is a delay in delivery.

Please send order confirmation to TSLAC Contact in box #10.

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	INVOICE NO.
001	09251	16	7300	7399	$38.77	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	ComplyRight 1096 Tax Forms, Transmittal Summary, Inkjet/Laser, 8.5"x11", Pack of 10 Item # 602364	207-50	1	Pack(s)	$9.99	$9.99
2.	OfficeDepot Brand Double Window Self Seal Envelopes for 1099-MISC Forms, Pack of 25 Item # 790509	310-30	2	Pack(s)	$14.39	$28.78
					Grand Total	$38.77

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: ADM 16-080

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	29. Vendor Signature	Date
P Rodriguez, CTP	1/13/2016		