

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <p style="text-align: center;"><b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b>     <b>306</b></p> <p style="text-align: center;">Tax Exempt agency of the Texas State Government</p>	<b>4. Purchase Order No.</b> <p style="text-align: center;">306-16-8285</p>	<b>12. HUB:</b> <p style="text-align: center;">N/A</p>	<b>13. Order Type:</b> <p style="text-align: center;">Service</p>
<b>2. Agency Billing Address</b> <p style="text-align: center;">**ACCOUNTING DEPARTMENT**  Texas State Library &amp; Archives Commission  PO Box 12516  Austin, TX 78711-2516  Email invoices to: AP@tsl.texas.gov  Phone: (512) 463-5473; Fax: (512) 475-0185</p>	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
	<b>6. Current Document No.</b> <p style="text-align: center;">DT-9</p>	<b>15. Vendor Address:</b> UT Austin, Governors Center for Management Development LBJ School of Public Affairs 3001 Lake Austin Blvd, Ste 3.306 Austin, TX 787034206	
	<b>7. Document (order) amt</b> <p style="text-align: center;">\$820.00</p>		
	<b>8. REF DOC</b>	<b>16. Vendor Contact Info:</b> <b>Phone:</b> (512) 475-8100 <b>Fax:</b> <b>Email:</b> gcmd@austin.utexas.edu	
<p>*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."</p>	<b>9. Service Period or Expected Delivery Date:</b> <p style="text-align: center;">2/22/2016 - 2/26/2016</p>	<b>10. Agency Contact:</b> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
<b>3. Destination of goods or service</b> <p style="text-align: center;">FOB Destination  Receiving Dock, Room G-007  Texas State Library &amp; Archives Commission  1201 Brazos Street  Austin, TX 78701</p>	<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>

**17. Description**

Registration for the following staff to attend the programs described below:

Registrations have been completed online. Invoices will be submitted to Accounts Payable.

*ACCOUNTING NOTE: Please send warrant for payment so that payment can be properly tracked by Vendor. Thank you! \*Please send payment by January 31, 2016 to ensure early bird rate of \$25.00. The registration fee for the 2016 program is \$25 if payment is received by January 31, 2016. Registrations received or unpaid after that date until February 11 will be invoiced \$50. There will be no refunds or additional registrations accepted after February 11, 2016. If a purchase order or personal check is not received by February 11, your registration may be withdrawn. No cancellations after February 11, 2016; Substitutions will be allowed until noon on February 25, 2016.*

*Vendor Cancellation policy for Management Development Program*

*Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that, cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition.*

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7203	7699	\$25.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	*Early Bird Registration for the 20th Annual Training Expo 2016 Date: February 26, 2016 Location: Austin, TX Attendee: Bobby French	963-64	1	Each	\$25.00	\$25.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66221	16	7203	7699	\$795.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Registration for the Management Development Program Dates: February 22-24, 2016 Location: Austin, TX Attendee: Sarah Jacobson	963-64	1	Each	\$695.00	\$695.00
3.	*Early Bird Registration for the 20th Annual Training Expo 2016 Date: February 26, 2016 Location: Austin, TX Attendees: Emma Martin Bonnie Zuber Julie Wagner Megan Carey	963-64	4	Each	\$25.00	\$100.00

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**PRE-PAYMENT REQUIRED**

**Grand Total**

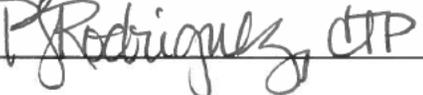
**\$820.00**

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

**27. Division Tracking Number:** SLRM 16-065, SLRM 16-066

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
	1/21/2016		