

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> <b>306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8292	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<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>	<b>15. Vendor Address:</b> Region 4 Education Service Center, ATTN: Business Office 7145 W. Tidwell Road Houston, TX 770922096	
	<b>7. Document (order) amt</b> \$300.00	<b>16. Vendor Contact Info:</b> Amanda Silva; amanda.silva@esc4.net <b>Phone:</b> (713) 744-6326 <b>Fax:</b> (713) 744-2723 <b>Email:</b> register@esc4.net	
	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 6/14/2016 - 6/15/2016	
<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>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>11. TSLAC Project Contact:</b> Dina Abramson <b>Phone:</b> (512) 463-2831 <b>Email:</b> dabramsn@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**

Booth registration for the following staff to attend the 2016 Texas Assistive Technology Network (TATN) Statewide Conference  
 Date: June 14-15, 2016  
 Location: Houston, TX

Registration will be processed online. Confirmation # 672397-1200276-1609684  
 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.  
 TSLAC Terms & Conditions and Invoicing Instructions are attached.

**VENDOR POLICIES:**

By registering for a Region 4 event, participants grant Region 4 the right to photograph them and use the photographs in all formats without compensation in publications, marketing materials, and social media. Participants hereby release Region 4 from all claims arising out of the use of the photographs, including, without limitation, all claims for libel, invasion of privacy, or violation of copyright ownership.

**Cancellation and Refund Policy:**

Cancellations must be submitted no later than 7 calendar days prior to event for a refund. Phone cancellations are not accepted. Registrations are transferrable.

A processing fee of 25% of the registration cost with a minimum fee of \$35 will be applied to the refund.

No refunds for online courses, nonattendance, or cancellations submitted one to six days prior to the event. Participants will receive a full refund for events cancelled by Region 4.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43142	16	7470	7403	\$300.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Exhibitor Registration for: Dina Abramson Public Awareness Coordinator - To be determined Session ID: 1200276	971-05	1	Each	\$300.00	\$300.00

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**                      \$300.00

**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:** TBP 16-91

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

28. Approval Signature	Date	29. Vendor Signature	Date
P. Rodriguez, CTP	1/27/2016		