

**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> 306-16-8306	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **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) 475-9185		<b>5. PCC</b> H	<b>14. Vendor Identification No:</b> XXXXXXXXXX	
<b>6. Current Document No.</b>		<b>15. Vendor Address:</b> CITIBank CANCELLED		
<b>7. Document (order) amt</b> \$1,320.00		<b>16. Vendor Contact Info:</b>		
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICES WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		<b>8. REF DOC</b>	<b>Phone:</b> Fax:	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>9. Service Period or Expected Delivery Date:</b> 2/2/2016 - 12/2/2017	<b>Email:</b> www.microsoft365.com	
		<b>10. Agency Contact:</b> Liz Kaska <b>Email:</b> lkaska@tsl.texas.gov		<b>Phone:</b> (512) 463-7989 <b>Fax:</b> 5124753393
		<b>11. TSLAC Project Contact:</b> Michael Ford <b>Email:</b>		<b>Phone:</b> (512) 463-6829

**CANCELLED**  
**02/04/2016**  
**REFERENCE PO #**

**17. Description** **PROCUREMENT CARD PURCHASE**  
 Monthly subscription (1) for Microsoft CRM Licence for the Grants Management System (Contract #306-15-8757).  
 Software is a component of this system.  
 Dir has approved this purchase. For questions about this, please contact Terese Shade at email: terese.shade@dir.texas.gov, Office: 512-463-4110  
 Cell: 559-731-3922  
 Tax has been included with this purchase. We are working on having the tax removed and updating our tax exemption status with Microsoft to avoid further charges of taxes.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7380	7051	\$1,320.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	One (1) Microsoft Dynamic CRM Online Professional Facility License	208-80	12	Month(s)	\$110.00	\$1,320.00

**INTERNAL PO ONLY** **Grand Total** \$1,320.00

**26. Legal Cites:**

**27. Division Tracking Number:** LDN 16-124

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>	<b>29. Vendor Signature</b>	<b>Date</b>