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.** 306-16-8314	**12. HUB:** N/A	**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:** TerryBerry Company 2033 Oak Industrial Drive NE Grand Rapids, MI 49505	
	7. Document (order) amt $100.00		
	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:** 3/4/2016	**16. Vendor Contact Info:** Lillian McBeth **Phone:** (800) 847-1813 **Fax:** **Email:** lmcbeth@terryberry.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: Donna Warren **Email:** human_resources@tsl.texas.gov	**Phone:** (512) 463-5474	

17. Description

2016 Service Awards are listed below. Please send proofs to TSLAC Project contact in box # 11. Order confirmation should be send to TSLAC Project contact and Purchasing.

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 Deparment.

TSLAC NOTE: Please have service awards delivered to Human Resources. Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7211	7399	$100.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	On Ear Bluetooth Headphones -Reymund Paramo Item # C-48	080-15	1	Each	$75.50	$75.50
2.	ESTIMATED Shipping and Handling	962-86	1	Lot(s)	$24.50	$24.50
					Grand Total	$100.00

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: ADM 16-090

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	2/4/2016		

STATE OF TEXAS
PURCHASE ORDER

3/9/2016 Amended per the email dated on 3/9/2016 to increase the item price. Please see attached approvals.

1. Agency Name & No. **TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306 Tax Exempt agency of the Texas State Government	**4. Purchase Order No.** 306-16-8314	**12. HUB:** N/A	**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:** TerryBerry Company 2033 Oak Industrial Drive NE Grand Rapids, MI 49505	
	7. Document (order) amt **$103.62**		
*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."	**8. REF DOC**	**16. Vendor Contact Info:** Lillian McBeth **Phone:** (800) 847-1813 **Fax:** **Email:** lmcbeth@terryberry.com	
3. Destination of goods or service ***FOB Destination*** ***Receiving Hours: 7:30 AM - 4:00 PM*** Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	**9. Service Period or Expected Delivery Date:** 3/4/2016		
	10. Agency Contact: Pam Rodriguez **Email:** prodriguez@tsl.texas.gov	**Phone:** (512) 463-3037 **Fax:** (512) 475-3393	
	11. TSLAC Project Contact: Donna Warren **Email:** human_resources@tsl.texas.gov	**Phone:** (512) 463-5474	

17. Description

2016 Service Awards are listed below. Please send proofs to TSLAC Project contact in box # 11. Order confirmation should be send to TSLAC Project contact and Purchasing.

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.

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7211	7399	$103.62	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	**On Ear Bluetooth Headphones** Item # C-48	**080-15**	**1**	**Each**	**$91.19**	**$91.19**
2.	**Shipping and Handling**	**962-86**	**1**	**Lot(s)**	**$12.43**	**$12.43**
					Grand Total	**$103.62**

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 16-090

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28. Approval Signature	Date	29. Vendor Signature	Date
P Rodriguez CTP	3/9/2016		