

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b>  <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b>  Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8324	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> 15410216111	
<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) 475-0185	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b>  Management Concepts  8230 Leesburg Pike Tysons Corner, VA 22182	
	<b>7. Document (order) amt</b> \$4,734.00	<b>16. Vendor Contact Info:</b> Ashleigh Johnson Phone: (703) 270-4109      Fax: (703) 270-4180 Email: customerservice@managementconcepts.com	
<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>8. REF DOC</b>		<b>10. Agency Contact:</b> Liz Kaska      Phone: (512) 463-7989 Email: lkaska@tsl.texas.gov      Fax: 5124753393
	<b>9. Service Period or Expected Delivery Date:</b> 6/8/2016 - 6/9/2016		
	<b>11. TSLAC Project Contact:</b> Email:		<b>Phone:</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."		

**17. Description**

Registration for the following staff to attend the one or both courses:  
 Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D); Course #: 2050; Class ID: 16205019  
 Dates: June 6-7, 2016  
 Location: Austin, TX

Cost Principles for Federal Grants: 2 CFR Part 2000 (Subpart E) and FAR 31.2; Course #: 2080; Class ID: 16208020  
 Dates: June 8-9, 2016  
 Location: Austin, TX

TSLAC terms and conditions with 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.

INTERNAL: Accounting - Purchase Order submitted with terms/Net 30 days.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7203	7051	\$789.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Stacey Malek for Course # 2080	924-25	1	Each	\$789.00	\$789.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	17152	16	7203	7110	\$1,578.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Sara Hayes for Course # 2080	924-25	1	Each	\$789.00	\$789.00
3.	Sara Hayes for Course # 2050	924-25	1	Each	\$789.00	\$789.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	24112	16	7203	7056	\$789.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Erica McCormick for Course # 2080	924-25	1	Each	\$789.00	\$789.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

**STATE OF TEXAS  
PURCHASE ORDER**

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
004	24212	16	7203	7202	\$1,578.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
5.	Jennifer Peters for Course # 2080	924-25	1	Each	\$789.00	\$789.00
6.	Jennifer Peters for Course # 2050	924-25	1	Each	\$789.00	\$789.00

*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**                      \$4,734.00

26. **Legal Cites:** State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. **Division Tracking Number:** LDN 16-070

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. <b>Approval Signature</b> 	<b>Date</b> 4-20-16	29. <b>Vendor Signature</b>	<b>Date</b>
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## Liz Kaska

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**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Sara Hayes,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### **COURSE INFORMATION**

**Class ID:** 16208020

**Class:** Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2

**Dates:** 6/8/2016 - 6/9/2016

**Hours:** 08:00 - 16:00

**Tuition:** \$789.00

**Registration #:** 000001199042

**Class Location:** Austin, TX

### **ATTENDEE INFORMATION**

**Customer ID:** C0184240

**Name:** Sara Hayes

**Address:**

1201 Brazos Street

Austin, TX 78701

United States

**Phone:** 512 463 7989

**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)

**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed. *Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

Tuition payment or fully executed payment paperwork is preferred at the time you sign up for a class, but due no later than fourteen (14) calendar days prior to the start of the class. You will not be enrolled in a class until payment or executed payment paperwork is received. Instead, you will be placed in a reservation status for the class.

To enroll in a class less than fourteen (14) calendar days prior to its start date, you must submit payment or fully executed payment paperwork upon enrollment in the class.

For online classes, tuition payment or fully executed paperwork is required in order to access the online class.

### **Cancellations:**

Fourteen (14) calendar days, or more, prior to the class start date

There is no penalty for cancelling an enrollment fourteen (14) calendar days, or more, prior to the class start date.

Thirteen (13) calendar days, or less, prior to the class start date

For employer-paid training, full payment is due if an enrollment is canceled thirteen (13) calendar days, or less, prior to the class start date. No credits, transfers, or refunds will be made.

**Course Materials:** Your class may be using electronic training materials in place of hard copy binders. For more information on our electronic materials, please visit: <http://www.managementconcepts.com/ElectronicCourseMaterials>.

We look forward to welcoming you as a Management Concepts student and providing you with the new knowledge and specific skills that will enhance your professional development. If we can be of any further assistance, feel free to call our Customer Service Department at 703.790.9595 – or visit our web site at [www.managementconcepts.com](http://www.managementconcepts.com).

Sincerely,

Customer Service Department  
Management Concepts

## Liz Kaska

---

**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Jennifer Peters,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### **COURSE INFORMATION**

**Class ID:** 16205019

**Class:** Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D)

**Dates:** 6/6/2016 - 6/7/2016

**Hours:** 08:00 - 16:00

**Tuition:** \$789.00

**Registration #:** 000001199041

**Class Location:** Austin, TX

### **ATTENDEE INFORMATION**

**Customer ID:** C0184239

**Name:** Jennifer Peters

**Address:**

1201 Brazos Street

Austin, TX 78701

United States

**Phone:** 512 463 7989

**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)

**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed**. ***Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

Tuition payment or fully executed payment paperwork is preferred at the time you sign up for a class, but due no later than fourteen (14) calendar days prior to the start of the class. You will not be enrolled in a class until payment or executed payment paperwork is received. Instead, you will be placed in a reservation status for the class.

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Sincerely,

Customer Service Department  
Management Concepts

## Liz Kaska

---

**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Jennifer Peters,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### **COURSE INFORMATION**

**Class ID:** 16208020

**Class:** Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2

**Dates:** 6/8/2016 - 6/9/2016

**Hours:** 08:00 - 16:00

**Tuition:** \$789.00

**Registration #:** 000001199040

**Class Location:** Austin, TX

### **ATTENDEE INFORMATION**

**Customer ID:** C0184239

**Name:** Jennifer Peters

**Address:**

1201 Brazos Street

Austin, TX 78701

United States

**Phone:** 512 463 7989

**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)

**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed. *Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

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Sincerely,

Customer Service Department  
Management Concepts

## Liz Kaska

---

**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Erica McCormick,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### **COURSE INFORMATION**

**Class ID:** 16208020

**Class:** Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2

**Dates:** 6/8/2016 - 6/9/2016

**Hours:** 08:00 - 16:00

**Tuition:** \$789.00

**Registration #:** 000001199038

**Class Location:** Austin, TX

### **ATTENDEE INFORMATION**

**Customer ID:** C0184237

**Name:** Erica McCormick

**Address:**

1201 Brazos Street

Austin, TX 78701

United States

**Phone:** 512 463 7989

**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)

**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed**. ***Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

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Sincerely,

Customer Service Department  
Management Concepts

## Liz Kaska

---

**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Stacey Malek,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### COURSE INFORMATION

**Class ID:** 16208020  
**Class:** Cost Principles for Federal Grants: 2 CFR 200 (Subpart E) and FAR 31.2  
**Dates:** 6/8/2016 - 6/9/2016  
**Hours:** 08:00 - 16:00  
**Tuition:** \$789.00  
**Registration #:** 000001199037  
**Class Location:** Austin, TX

### ATTENDEE INFORMATION

**Customer ID:** C0184235  
**Name:** Stacey Malek  
**Address:**  
1201 Brazos Street  
Austin, TX 78701  
United States  
**Phone:** 512 463 7989  
**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)  
**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed. *Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

Tuition payment or fully executed payment paperwork is preferred at the time you sign up for a class, but due no later than fourteen (14) calendar days prior to the start of the class. You will not be enrolled in a class until payment or executed payment paperwork is received. Instead, you will be placed in a reservation status for the class.

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### **Cancellations:**

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Sincerely,

Customer Service Department  
Management Concepts

## Liz Kaska

---

**From:** customerservice@managementconcepts.com  
**Sent:** Wednesday, April 20, 2016 10:10 AM  
**To:** Liz Kaska  
**Subject:** Class Registration Acknowledgement

Dear Sara Hayes,

Thank you for choosing Management Concepts as your training provider. Our mission is to unleash your potential by helping you develop the skills and competencies needed to be successful through our high-impact training courses.

The following is important information related to your recent course registration.

**Enrollment Information:** Please verify your personal and class information. If there are any issues with the information we have on file for you, please contact Customer Service at 703.790.9595 or respond to this email with the corrections.

### **COURSE INFORMATION**

**Class ID:** 16205019  
**Class:** Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A-D)  
**Dates:** 6/6/2016 - 6/7/2016  
**Hours:** 08:00 - 16:00  
**Tuition:** \$789.00  
**Registration #:** 000001199036  
**Class Location:** Austin, TX

### **ATTENDEE INFORMATION**

**Customer ID:** C0184240  
**Name:** Sara Hayes  
**Address:**  
1201 Brazos Street  
Austin, TX 78701  
United States  
**Phone:** 512 463 7989  
**Email:** [lkaska@tsl.texas.gov](mailto:lkaska@tsl.texas.gov)  
**Fax:**

**Course Confirmation:** At this time, the course for which you are registered **has not yet been confirmed**. ***Please do not make nonrefundable reservations until you have received a confirmation letter.*** Management Concepts reserves the right to cancel any class with insufficient enrollment.

### **Payment Information:**

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Sincerely,

Customer Service Department  
Management Concepts

Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form

RECEIVED  
FEB 05 2016  
PURCHASING

Fiscal Year 2016

Purchase Requisition (PR)       Blanket/Non-PR\*

Blanket PO#: \_\_\_\_\_

\*CFO Signature not required for blankets.

PO #: 16-8324

Division Tracking #: LDN-16-070

Previous PO #: \_\_\_\_\_

Encumbrance Number: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_

Vendor Name: Management Concepts

Address: 8230 Leesburg Pike

City, State, Zip: Tysons Corner, VA 22182

Phone: 703.270.4109 Fax: 703.270.4180

Contact Name: Ashleigh Johnson

Email: ajohnson@ManagementConcepts.com

Vendor ID#: 1541021611

DUNS: 082355652

SAM Expiration Date: 08/24/2016 2-21-17

	Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ -	Registration for Stacey Malek to attend Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2 on Jun 08 - Jun 09, 2016 in Austin, Texas. Course Number: 2080 Class ID: 16208020 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 RW AC	<del>\$769.00</del> 789.00	17111	7051	7203
+ -	Registration for Erica McCormick to attend Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2 on Jun 08 - Jun 09, 2016 in Austin, Texas. Course Number: 2080 Class ID: 16208020 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 RW AC	<del>\$769.00</del> 789.00	24112	7056	7203
+ -	Registration for Sara Hayes to attend Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2 on Jun 08 - Jun 09, 2016 in Austin, Texas. Course Number: 2080 Class ID: 16208020 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 RW AC	<del>\$769.00</del> 789.00	17152	7110	7203

**Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form**

\*CFO Signature not required for blankets.

Vendor Name: \_\_\_\_\_

+ -	Registration for Jennifer Peters to attend Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2 on Jun 08 - Jun 09, 2016 in Austin, Texas. Course Number: 2080 Class ID: 16208020 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 W JK	<del>\$769.00</del> 789.00	24212	7202	7203
+ -	Registration for Sara Hayes to attend Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D) on Jun 06 - Jun 07, 2016 in Austin, Texas. Course Number: 2050 Class ID: 16205019 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 W JK	<del>\$769.00</del> 789.00	17152	7110	7203
+ -	Registration for Jennifer Peters to attend Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D) on Jun 06 - Jun 07, 2016 in Austin, Texas. Course Number: 2050 Class ID: 16205019 Duration: 2 days Delivery Method: Instructor-led live classroom	924-25	1	EA	<del>\$769.00</del> 789.00 W JK	<del>\$769.00</del> 789.00	24212	7202	7203

Subtotal	\$4,614.00	<del>4,734.00</del>
Shipping & Handling	\$0.00	if applicable
Grand Total	\$4,614.00	<del>4,734.00</del>

Grant Number: LS-00-15-0044-15 - FFY 2016 • CFDA: 45.310 - Grants to States • Institute of Museum and Library Services.  
Special Instructions: *Rox emailed registration link on 02/03/2016.*

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form

Rose Willrich  
1. Requestor or Contract Manager Signature (always required)

Rose Willrich 463-5432

Type name & phone number of Requestor or Contract Manager

Rose Willrich 02/03/14  
2. Purchasing Liaison Signature Date

Donna Burke 2/5/16  
6. Executive Signature (if required) Date

7. Chief Fiscal Officer (always required)\* Date

Liz Kaska 4-20-16  
Ordered by Date

Wendy Little 2/2/16  
3. Division Director Signature (always required) Date

June 6, 2016 thr June 9, 2016  
Estimated Delivery Date

**4. If IT related, send PR to Accessibility Team.**  
**For Accessibility Team:**  
**ADA Compliant: (Circle One) YES NO**

5. Director or IRT (if required) Date

Received by (Signature) Date

**CONFLICT OF INTEREST:** Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev. 05/15/2015

Vendor Change Approvals: Please initial and date accordingly

1. <u>    </u>	3. <u>    </u>	5. <u>    </u>	7. <u>    </u>
2. <u>    </u>	4. <u>    </u>	6. <u>    </u>	

Purchasing Signature Date