

**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> 306-16-8327	<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) 475-0185		<b>5. PCC</b>	<b>14. Vendor Identification No:</b> [REDACTED]	
*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>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> American Library Association, C/O Compusystems 2651 Warrenville Rd, Suite 400 Downers Grove, IL 605155753	
		<b>7. Document (order) amt</b> \$810.00	<b>16. Vendor Contact Info:</b> <b>Phone:</b> (855) 326-8344 <b>Fax:</b> <b>Email:</b> alaregistration@compusystems.com	
<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>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 6/23/2016 - 6/28/2016	
		<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodriguez@tsl.texas.gov		<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393
		<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>

**17. Description**

Registration for the following staff to attend the 2016 ALA Annual Conference  
Dates: June 23-28, 2016  
Location: Orlando, FL

ACCOUNTING NOTE: Please send warrant with copy of invoice attached. Thank you!

Vendor Policies:

**CANCELLATION POLICY**

Registration cancellations must be sent in writing, postmarked by May 13, 2016, to ALA Registration, c/o CompuSystems, 2651 Warrenville Rd Suite 400, Downers Grove, IL 60515. Fax : 708-344-4444. There is a handling fee of \$25 for each registration item cancelled, and no refunds for cancellations postmarked after May 13, 2016. Registrations made after May 13, 2016 are nonrefundable. We cannot offer refunds for Exhibits Only badges or Daily Fees. Refunds are processed after the conference. E-mail: alaregistration@compusystems.com

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7203	7051	\$270.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Early Bird Membership Registration for Deborah Littrell Confirmation # 181031	924-25	1	Each	\$270.00	\$270.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	24212	16	7203	7202	\$270.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Early Bird Membership Registration for Jennifer Peters Confirmation # 181047  Grant Number: LS-00-15-0044-15 – FFY 2015   CFDA: 45.310 – Grants to States   Institute of Museum and Library Services	924-25	1	Each	\$270.00	\$270.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	24312	16	7203	7220	\$270.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Early Bird Membership Registration for Cindy Fisher Confirmation # 181052  Grant Number: LS-00-15-0044-15 – FFY 2015   CFDA: 45.310 – Grants to States   Institute of Museum and Library Services	924-25	1	Each	\$270.00	\$270.00

**PRE-PAYMENT REQUIRED**

**Grand Total** \$810.00

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

**27. Division Tracking Number:** LDN 16-119

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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	2/10/2016		