

**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. 306-16-8331	12. HUB: N/A	13. Order Type: Service
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		5. PCC	14. Vendor Identification No: [REDACTED]	
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		6. Current Document No. DT-9	15. Vendor Address: UT Printing Services - Document Solutions PO Box 7727 Austin, TX 787137727	
*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."		7. Document (order) amt \$2,780.00	16. Vendor Contact Info: Juliana Gutierrez Phone: (512) 232-4169 Fax: (512) 619-6484 Email: julianag@austin.utexas.ued	
		8. REF DOC		
		9. Service Period or Expected Delivery Date: 3/23/2016		
		10. Agency Contact: Liz Kaska Email: lkaska@tsl.texas.gov	Phone: (512) 463-7989 Fax: 5124753393	
		11. TSLAC Project Contact: Email:	Phone:	

17. Description

TSLAC Envelopes purchase:

Qty: 4000 - No 10 Regular- (Request packaging in sets of 500)
pms7621+pms7689+K/O, No bleeds, Re-box
#10 Stock: 24# #10 White Wove Regular Envelopes

Qty: 4000 - 10" x 13" - (Request packaging in sets of 500)
pms7621+pms7687+K/O, No bleeds, Re-box
28# 10 x 13 White Peel and Seal Catalog Envelope

Total per Estimate # 23907 is \$2,78.00

Please refer to CCG RFG #: 1614130210 as well as the estimate #: 23907

We would like this order ready for **PICKUP by 3/23/2016**. Please notify the following when ready for pickup:

Jasper Winters: 512-463-8162 / jwinters@tsl.texas.gov

Liz Kaska: 512-463-7989 / lkaska@tsl.texas.gov

Attached are the No 10 press_file PDF and the 10 X 13 press_file PDF

Attached are invoice instructions. Vendor is not to exceed the total amount listed on the purchase order without prior approval and amendment to this purchase order by the TSLAC Purchasing Department.

(NOTE: Breakdown below is for internal product and cost distribution)

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7273	7399	\$1,139.97	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	EXEC # 10 Regular Envelopes 4.125" X 9.5" (lot/500)	966-31	1	Lot(s)	\$149.37	\$149.37
2.	EXEC 10" X 13" Peel & Seal Envelopes (lot/500)	966-31	5	Lot(s)	\$198.12	\$990.60

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	09121	16	7273	7399	\$149.37	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	EXEC # 10 Regular Envelopes 4.125" X 9.5" (lot/500)	966-31	1	Lot(s)	\$149.37	\$149.37

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	09401	16	7273	7339	\$149.41	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Purchasing # 10 Regular Envelopes 4.125" X 9.5" (lot/500)	966-31	1	Lot(s)	\$149.41	\$149.41

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
004	09401	16	7273	7399	\$396.28	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
5.	Purchasing 10" X 13" Peel & Seal Envelopes (lot/500)	966-31	2	Lot(s)	\$198.14	\$396.28

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
005	17111	16	7273	7201	\$298.74	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
6.	LDN # 10 Regular Envelopes 4.125" X 9.5" (lot/500)	966-31	2	Lot(s)	\$149.37	\$298.74

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
006	66111	16	7273	7699	\$646.23	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
7.	SLRM # 10 Regular Envelopes 4.125" X 9.5" (lot/500)	966-31	3	Lot(s)	\$149.37	\$448.11
8.	SLRM 10" X 13" Peel & Seal Envelopes (lot/500)	966-31	1	Lot(s)	\$198.12	\$198.12

INVOICE TO FOLLOW

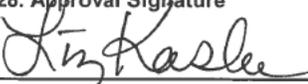
Grand Total \$2,780.00

26. Legal Cites: Texas Government Code, Title 7, Chapter 771 - The Interagency Cooperation Act

27. Division Tracking Number: ADM 16-108

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 3-9-16	29. Vendor Signature	Date
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