

**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> 306-16-8339	<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]	
<b>3. Destination of goods or service</b> <i>FOB Destination</i> <i>Receiving Hours: 7:30 AM - 4:00 PM</i> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> United States Postal Office - PostMaster, Finance Window 111 E. 17th Street Austin, TX 787119998	
*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>7. Document (order) amt</b> \$660.00	<b>16. Vendor Contact Info:</b>	
		<b>8. REF DOC</b>	<b>Phone:</b> (512) 477-2035 <b>Fax:</b>	
		<b>9. Service Period or Expected Delivery Date:</b> 3/1/2016 - 2/28/2017	<b>Email:</b>	
		<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**

Annual Fee for PO Box 12728 for the Texas State Library and Archives Commission.

**ACCOUNTING NOTE:** Please see attached form and send with payment. Contact Support Services when warrant has been issued and Support Services will hand deliver payment to the Post Office.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7291	7399	\$660.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	PO Box 12728 Renewal Fee	915-58	1	Year(s)	\$660.00	\$660.00

**PRE-PAYMENT REQUIRED**

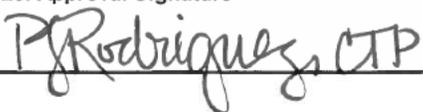
**Grand Total**      \$660.00

**26. Legal Cites:** Texas Government Code, Chapter 2113, Subchapter A, 2113.103 - Postage and Postal Service

**27. Division Tracking Number:** ADM 16-094

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> 2/12/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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