

**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> 306-16-8343	<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> <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>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> UT Austin, Pickle Commons Conference Center 10100 Burnet Road, Room 1.112B Austin, TX 78758	
*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> \$530.00	<b>16. Vendor Contact Info:</b> Alyssa Manse <b>Phone:</b> (512) 471-2686 <b>Fax:</b> (512) 471-5898 <b>Email:</b> alyssa.manse@austin.utexas.edu	
		<b>8. REF DOC</b>		
		<b>9. Service Period or Expected Delivery Date:</b> 2/18/2016 - 2/19/2016		
		<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> Tracy Lash <b>Email:</b> tlash@tsl.texas.gov	<b>Phone:</b> (512) 463-5460	

**17. Description**

These services are for the Texas State Library Strategic Planning Meeting; Program # CS201507023441. Event is to be held at the UT Commons Learning Center in Capitol Room 1.164 on February 18-19, 2016. Services are detailed below. Estimates from the UT Commons are attached.

**Original PO # 306-15-8801 was used to reserve the room. Since services have been provided in FY16, this PO has been created to provide payment of these services. Original PO was provided to UT Commons on 7/9/2015.**

Invoicing Instructions are attached. TSLAC Project Contact information is located in box #11. Invoice will follow after the event has taken place. Any changes made prior or on the date of the event should be confirmed in writing with the TSLAC Project Contact.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09117	16	7470	7399	\$530.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Rental of space - Room number 1.164 from 8:00am - 5:00pm on February 18, 2016	971-65	1	Day(s)	\$185.00	\$185.00
2.	Easel & Flip Chart Paper & Markers for February 18, 2016	971-52	3	Each	\$25.00	\$75.00
3.	Ad Hoc Services - Wifi for all on February 18, 2016	963-37	1	Lot(s)	\$25.00	\$25.00
4.	Ad Hoc Services - Pre-paid Parking Charges for February 18, 2016	971-55	20	Each	\$1.00	\$20.00
5.	Rental of space - Room number 1.164 from 8:00am - 5:00pm on February 19, 2016	971-65	1	Day(s)	\$130.00	\$130.00
6.	Easel & Flip Chart Paper & Markers for February 19, 2016	971-52	3	Each	\$25.00	\$75.00
7.	Ad Hoc Services - Wifi for all on February 19, 2016 - FREE OF CHARGE	963-37	1	Lot(s)	\$0.00	\$0.00
8.	Ad Hoc Services - Pre-paid Parking Charges for February 18, 2016	971-55	20	Each	\$1.00	\$20.00

**INVOICE TO FOLLOW**

**Grand Total** \$530.00

**26. Legal Cites:** Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

**27. Division Tracking Number:** ADM 15-152

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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
<i>P. Rodriguez, CTP</i>	<i>2/24/2016</i>		