

**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> 306-16-8344	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> H	<b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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> <b>CITIBank</b> Southwest Region ARMA International, Inc.  PO Box 18331 San Antonio, TX 78218	
	<b>7. Document (order) amt</b> \$130.00	<b>16. Vendor Contact Info:</b> Nick Oudie <b>Phone:</b> (210) 913-7181 <b>Fax:</b> (210) 479-7039 <b>Email:</b> nick.oudie@usrealco.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> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 4/7/2016 - 4/8/2016	<b>11. TSLAC Project Contact:</b> <b>Email:</b>	
	<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."</b>		

**17. Description**

**PROCUREMENT CARD PURCHASE**

Registration for the following staff to attend the 2016 ARMA Southwest Region CRM Conference  
 Date: April 7-8, 2016  
 Location: Dallas, TX

Registration form is attached and has been sent to Nick Oudie for processing. Payment was processed over the phone. Payment confirmation will be provided by 3/4/2016 and will be attached the scanned PO.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor is not to exceed the total amount on the PO without prior approval and amendment to this PO by the TSLAC Purchasing Department.

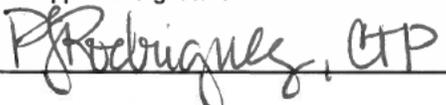
18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.			
001	66111	16	7203	7699	\$130.00				
19. Line No	20. Goods & Service				21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Member Registration for Craig Kelso				963-37	1	Each	\$130.00	\$130.00
<b>Grand Total</b>									<b>\$130.00</b>

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

**27. Division Tracking Number:** SLRM 16-074

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> 2/15/2016	<b>29. Vendor Signature</b>	<b>Date</b>
---	--------------------------	-----------------------------	-------------