

**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. 306-16-8367	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: XXXXXXXXXX	
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	6. Current Document No.	15. Vendor Address: The Carving Board Deli 6448 E Highway 290, Suite A-100 Austin, TX 78723	
	7. Document (order) amt \$672.30	16. Vendor Contact Info: MaryAnn Siegel Phone: (512) 206-0300 Fax: (512) 451-3409 Email: msiegelcbddeli@aol.com	
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Stephen F. Austin Building 1700 Congress Ave, #400 Austin, TX 78701	8. REF DOC	9. Service Period or Expected Delivery Date: 4/14/2016	
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
	11. TSLAC Project Contact: Beverly Deutsch Email: bdeutsch@tsl.texas.gov	Phone: (512) 463-7610	

17. Description

Catering services for approximately 120 people at the Spring RMO Meeting on April 14, 2016 from 8am - 12pm. Catering area should be cleared and cleaned by 12pm. Services are detailed below. Quote #1 includes price details, which is attached.

Catering services will be set up at the Stephen F. Austin Building in the lobby area. Vendor should consult with TSLAC Project Contact in box #11 for set up location within the building.

Any changes in service before or on the event date should be approved IN WRITING by the TSLAC Project Contact in box #11. Please provide a signed change receipt of any changes that have been requested to the Purchasing Department. TSLAC Purchasing will need to amend the Purchase Order before payment can be processed.

TSLAC Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor is NOT to exceed the total amount listed 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	66119	16	7315	7699	\$672.30	

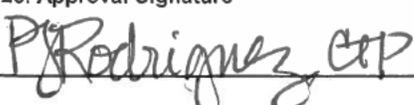
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Assorted Danishes and Fruit Muffins with Juice (Bagels can be included upon request)	961-15	120	Each	\$3.95	\$474.00
2.	Bottled Water	961-15	120	Each	\$1.35	\$162.00
3.	Coffee Service (makes up to 100 cups)	961-15	60	Each	\$1.35	\$81.00
4.	Catering Trays	961-15	1	Lot(s)	\$30.00	\$30.00
5.	10% Discount provided by Vendor	961-15	1	Lot(s)	(\$74.70)	(\$74.70)
Grand Total						\$672.30

26. Legal Cites: TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

27. Division Tracking Number: SLRM 16-080

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 4/25/2016	29. Vendor Signature	Date
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