

**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. 306-16-8374	12. HUB: N/A	13. Order Type: Service
	5. PCC	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. DT-9	15. Vendor Address: Texas State Library & Archives Commission State & Local Records Management Division 4400 Shoal Creek Blvd, Loading Dock 1 Austin, TX 78756	
	7. Document (order) amt \$300.00		
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	8. REF DOC	16. Vendor Contact Info: Pete Cortez Phone: (512) 421-7290 Fax: Email: pcortez@tsl.texas.gov	
	9. Service Period or Expected Delivery Date: 2/16/2016 - 8/31/2016		
	10. Agency Contact: Liz Kaska Email: lkaska@tsl.texas.gov	Phone: (512) 463-7989 Fax: 5124753393	
	11. TSLAC Project Contact: Angela Kent Email: akent@tsl.texas.gov	Phone: (512) 463-7881	

17. Description

Blanket Purchase Order for Microfilm duplication at the State Records Center.

This purchase order is to be used on an as needed basis and may be used in part, in whole, or not at all as deemed necessary by the Texas State Library and Archives Commission. Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor should note that the annual total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.

This contract is contingent upon the continued availability of appropriations and may be cancelled with no additional cost to the agency if appropriations become unavailable. If this contract is cancelled due to unavailability of appropriations, the agency will only pay for services that have already been rendered up to the date of cancellation.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52252	16	7382	7502	\$150.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	ARIS Microfilm duplication	915-68	1	Lot(s)	\$150.00	\$150.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52922	16	7389	7502	\$150.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	ARIS Microfilm duplication	915-68	1	Lot(s)	\$150.00	\$150.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

INTERNAL PO ONLY

Grand Total \$300.00

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

27. Division Tracking Number: ARIS 16-060

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 2-26-16	29. Vendor Signature	Date
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