

**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> 306-16-8378	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<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> Martin Yale Industries, Inc. PO Box 663646 Indianapolis, IN 762663646	
	<b>7. Document (order) amt</b> \$195.36	<b>16. Vendor Contact Info:</b> Stephen Lengel Phone: (800) 225-5644                    Fax: (260) 563-4575 Email: stephen.lengel@martinyale.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> Liz Kaska <b>Phone:</b> (512) 463-7989 <b>Email:</b> lkaska@tsl.texas.gov <b>Fax:</b> 5124753393	
	<b>9. Service Period or Expected Delivery Date:</b> 3/7/2016	<b>11. TSLAC Project Contact:</b> Jasper Winters <b>Phone:</b> (512) 463-8162 <b>Email:</b> jwinters@tsl.texas.gov	
<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**

Replacement part for Martin Yale 1812 Folder Machine, Serial # 1087

Received email quote from Stephen Lengel for replacement part. (See attached)  
 Attach is our tax exempt form.

Vendor is not to exceed the total amount listed on the PO without prior approval and amendment by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7335	7399	\$195.36	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	1812 Logic Board, Part # WRA1812031 WRA1812031	600-62	1	Each	\$187.38	\$187.38
2.	Shipping	962-86	1	Each	\$7.98	\$7.98

**INTERNAL PO ONLY**

**Grand Total                    \$195.36**

**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:** ADM 16-101

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> 3-1-2016	<b>29. Vendor Signature</b>	<b>Date</b>
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