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.** 306-16-8380	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC H	**14. Vendor Identification No:** [redacted]	
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:** **CITIBank** Texas Workforce Commission 4405 Springdale Road Austin, TX 78723	
	7. Document (order) amt $250.00		
*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."	**8. REF DOC**	**16. Vendor Contact Info:**	
	9. Service Period or Expected Delivery Date: 3/11/2016	**Phone:** (512) 463-6389 **Fax:** **Email:** www.texasworkforce.org/tbc	
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	**10. Agency Contact:** Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description **PROCUREMENT CARD PURCHASE**

Texas Business Conferences - Employment Law Update (training revelant to HR positions)

Registration for: Vanessa Siordia, Human Resources Manager, Texas State Library and Archives Commission
Registration for: Latha Ramachandran, MA, PHR, SJRM-CP, Texas State Library and Archives Commission

One day conference held at: Austin DoubleTree by Hilton, 6505 Interstate Hwy - 35 North, Austin, TX 78752
Date: Friday, March 11, 2016
Time: 8:30 am to 4:30 pm

Registered online, see attached confirmation

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09301	16	7203	7399	$250.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Registration for Vanessa Siordia	924-25	1	Each	$125.00	$125.00
2.	Registration for Latha Ramachandran	924-25	1	Each	$125.00	$125.00

INTERNAL PO ONLY **Grand Total** $250.00

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

27. Division Tracking Number: ADM 16-105

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	29. Vendor Signature	Date
Liz Kaska	3-1-16		