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.** 306-16-8390	**12. HUB:** N/A	**13. Order Type:** Spot
	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** Amazon Web Services Inc PO Box 84023 Seattle, WA 981248423	
	7. Document (order) amt $310.93		
*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:** **Phone:** **Fax:** **Email:** www.amazon.com	
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	**9. Service Period or Expected Delivery Date:** 3/14/2016		
	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**

Xerox Toner Cartridge (Yellow) - 7400 Phase Part # 106R01079

Note: Only able to remain within $ amount by ordering from two different suppliers.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7300	7389	$310.93	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Yellow High Capacity Toner for Xerox, 7400 Phase 106R01079	207-72	1	Each	$150.00	$150.00
2.	Yellow High Capacity Toner for Xerox, 7400 Phase 106R01079	207-72	1	Each	$149.95	$149.95
3.	Shipping	862-86	1	Each	$10.98	$10.98

INTERNAL PO ONLY **Grand Total** $310.93

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: Exec 16-050

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	3-7-16		