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.** 306-16-8395	**12. HUB:** N/A	**13. Order Type:** Spot
	5. PCC E	**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.** **7. Document (order) amt** $50.28	**15. Vendor Address:** Demco, Inc. DBA Upstart 4810 Forest Run Road Madison, WI 53704	
*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** **9. Service Period or Expected Delivery Date:** 4/8/2016	**16. Vendor Contact Info:** Shirley Thompton **Phone:** **Fax:** **Email:** www.demco.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	**10. Agency Contact:** Liz Kaska **Email:** lkaska@tsl.texas.gov		**Phone:** (512) 463-7989 **Fax:** 5124753393
	11. TSLAC Project Contact: **Email:**		**Phone:**

17. Description

Library Supplies - Clear Glossy Label protectors

Accounting: Ordered online using Purchase Order, net 30. Order Confirmation Number: *6090083600*

Item not available through blanket vendors

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43211	16	7300	7405	$50.28	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Clear Glossy label Protectors (on rolls) 1" H x 3" W, 250/roll WC12881830	525-70	4	Each	$12.57	$50.28

INVOICE TO FOLLOW **Grand Total** $50.28

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: TBP 16-112

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	3-30-16		

STATE OF TEXAS
PURCHASE ORDER

3/31/2016 Got confirmation email - got shipping cost and added it to the PO.

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001	43211	16	7300	7405	$58.23	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Clear Glossy label Protectors (on rolls) 1" H x 3" W, 250/roll WC12881830	525-70	4	Each	$12.57	$50.28
2.	Shipping & Handling	862-86	1	Each	$7.95	$7.95

INVOICE TO FOLLOW **Grand Total** **$58.23**

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

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