

**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> 306-16-8397	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **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		<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>3. Destination of goods or service</b> <i>FOB Destination</i> <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>6. Current Document No.</b>	<b>15. Vendor Address:</b> Lyrasis, Inc. 1438 West Peachtree St. NW, Site 200 Atlanta, GA 303092955	
*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>7. Document (order) amt</b> \$250.00	<b>16. Vendor Contact Info:</b> Alicia Johnson <b>Phone:</b> (800) 999-8558 <b>Fax:</b> (404) 892-7879 <b>Email:</b> alicia.johnson@lyrasis.org	
		<b>8. REF DOC</b>		
		<b>9. Service Period or Expected Delivery Date:</b> 4/1/2016 - 6/30/2016		
		<b>10. Agency Contact:</b> Liz Kaska <b>Email:</b> lkaska@tsl.texas.gov	<b>Phone:</b> (512) 463-7989 <b>Fax:</b> 5124753393	
		<b>11. TSLAC Project Contact:</b> Laura Saegert <b>Email:</b> lsaegert@tsl.texas.gov	<b>Phone:</b> (512) 463-5440	

**17. Description**

Pro-rated institutional membership for the Texas State Library and Archives Commission. Rate has been provided per the letter dated on March 3, 2016. Membership period is typically July 1 - June 30 and the annual fee is \$1,000.00. However since our membership will be from the period of April 1, 2016 - June 30, 2016, the rate has been pro-rated by Lyrasis.

Lyrasis is not a lobbying organization nor does it pay a lobbyist from membership dues.

TSLAC Purchase Order Terms & Conditions and Invoicing Instructions are attached. Vendor should note that the invoice total amount cannot exceed the total Purchase Order amount without prior approval and amendment of this Purchase Order from the TSLAC Purchasing Department.

Accounting: Please pay the attached invoice # 0000761-I N and include the Application and this Purchase Order.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7201	7504	\$250.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Institutional Membership for ArchivesSpace from April 1, 2016 - June 30, 2016	963-48	1	Quarter(s)	\$250.00	\$250.00

**PRE-PAYMENT REQUIRED**

**Grand Total** \$250.00

**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:** ARIS 16-035

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 3-24-16	<b>29. Vendor Signature</b>	<b>Date</b>
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