

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8400	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<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> Hollinger Metal Edge, Inc. 6340 Bandini Blvd Commerce, CA 900403116	
	<b>7. Document (order) amt</b> \$2,240.20	<b>16. Vendor Contact Info:</b> Monica Maldonado <b>Phone:</b> (800) 862-2228 <b>Fax:</b> <b>Email:</b> http://www.hollingermetaledge.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> -	<b>11. TSLAC Project Contact:</b> <b>Phone:</b> <b>Email:</b>	
	<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**

Archival supplies for ARIS projects and rehousing documents.

Items/items sizes requested not available through blanket vendors.

TSLAC terms and conditions with invoicing instructions are attached.

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

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7300	7504	\$2,240.20	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Document Storage Cases, Flip top Box, Blue-Gray, 15 1/4 W X 10 1/4 H X 5 3/8 D FT15105	640-25	200	Each	\$4.85	\$970.00
2.	Reinforced Tab File Folders, Tan, 9 5/8 H X 14 3/4 W, file box & map storage 11151	615-45	24	Box(es)	\$27.80	\$667.20
3.	Box Folder, Tan , 10pt, PF 20 x 24 PF2024	615-45	100	Each	\$2.35	\$235.00
4.	Shipping & Handling	962-86	1	Each	\$368.00	\$368.00

**INVOICE TO FOLLOW**

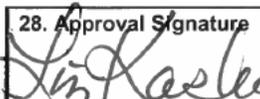
**Grand Total**      \$2,240.20

**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 16-036

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> 9-21-16	<b>29. Vendor Signature</b>	<b>Date</b>
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