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.** 306-16-8404	**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** $755.50	**15. Vendor Address:** Hollinger Metal Edge, Inc. 6340 Bandini Blvd Commerce, CA 900403116	
*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:** 3/31/2016	**16. Vendor Contact Info:** Abby Shaw **Phone:** (323) 721-7800 **Fax:** (323) 721-7900 **Email:** abbyashaw@me.com	
3. Destination of goods or service ***FOB Destination*** ***Receiving Hours: 7:30 AM - 4:00 PM*** Attn: Alana Inman Sam Houston Regional Library & Research Center 650 FM 1011 Liberty, TX 77575	**10. Agency Contact:** Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description

Quote # 6831
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.
TSLAC Purchase Order terms & conditions with invoicing instructions are attached.

Vendor see Shipping box #3
Archival supplies for:
Sam Houston Regional Library & Research Center
650 FM 1011,
Liberty, TX 77575
Attn: Alana Inman/Kayla Burns

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52321	16	7300	7599	$755.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Lt. Tan Legal Size File Folder, 9 5/8" H x 14 3/4 " W, 100/pkg 914LF	525-05	5	Pack(s)	$31.80	$159.00
2.	Archives Light Grey Newspaper Box, 10550AB	525-05	30	Each	$15.55	$466.50
3.	Shipping	962-86	1	Each	$130.00	$130.00

INVOICE TO FOLLOW **Grand Total** $755.50

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 16-119

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	3-17-16		