

**STATE OF TEXAS
PURCHASE ORDER**

4/15/2016 Adjusted as travel (lodging) is paid by Attendee and reimbursed through the travel system.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8405	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: 17460141108	
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: Texas Library Association 3355 Bee Cave Road, Suite # 401 Austin, TX 787566763	
	7. Document (order) amt \$1,630.00	16. Vendor Contact Info: Mariah Auilar Phone: Fax: Email: mariaha@txla.org	
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	8. REF DOC	10. Agency Contact: Liz Kaska Phone: (512) 463-7989 Email: lkaska@tsl.texas.gov Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 6/12/2016 - 6/16/2016	11. TSLAC Project Contact: Phone: Email:	
	*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."		

17. Description

Registration for the following staff to attend the 2016 Tall Texans Leadership Institute Conference

Date: June 12-16, 2016

Location: Dallas, TX

Attendees: Angela Kent & Jennifer Peters

ACCOUNTING NOTE: Payment will need to be submitted in advance to secure registration for this conference. Please submit warrant with **invoice(s) attached.**

REGISTRANTS: Travel and lodging will need to be submitted via travel authorization request (TAR).

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24212	16	7203	7202	\$815.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Registration - 2016 Tall Texans Leadership Institute - Jennifer Peters	924-25	1	Each	\$815.00	\$815.00
Grant Number: LS-00-15-0044-15 – FFY 2015 CFDA: 45.310 – Grants to States Institute of Museum and Library Services						

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52141	16	7203	7506	\$815.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Registration - 2016 Tall Texans Leadership Institute - Angela Kent	924-25	1	Each	\$815.00	\$815.00

PRE-PAYMENT REQUIRED

Grand Total \$1,630.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. Division Tracking Number: ARIS 16-145, LDN 16-158

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 4-15-16	29. Vendor Signature	Date
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RECEIVED

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

RUSH

APR 04 2016

Fiscal Year 2016

X Purchase Requisition (PR) Blanket/Non-PR*

PURCHASING

Blanket PO # _____

*CFO Signature not required for blankets

PO # 306-16 - 8405

Division Tracking # ARIS 16-145

Previous PO # 306-16-8349

Encumbrance Number _____

Requested Delivery Date: before 4/29/16

Vendor Name: Texas Library Association

Address: 3355 Bee Cave Road, Suite 401

City, State, Zip: Austin, TX 78746

Phone: 800-580-2852 Fax: 512-328-8852

Contact Name: Mariah Auilar

Email: mariaha@txla.org

Vendor #: 17460141108

DUNS: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Registration: 2016 TALL Texans Leadership Institute held by Texas Library Association - Lake Dallas, TX., June 12-16 2016 (Angela Kent)	924-25	1	each	\$ 935.00	\$ 935.00	52141	7506	7203

Subtotal	\$ 935.00	
Shipping & Handling		<i>if applicable</i>
Grand Total	\$ 935.00	

Prepayment required

Special Instructions: **Registration fee includes room, all meals, class materials, and instruction. Deadline to pay is 5/1/16; however this falls on a Sunday.**

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

<i>Pamela Fuentes</i>	<i>Mark Smith</i>	<i>3/31/16</i>
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1. Requestor or Contract Manager Signature (always required)	6. Executive Signature (if required)	Date
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Pamela Fuentes	512-463-5508	<i>Ronnie Osborne</i>	<i>4/1/16</i>
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Type name & phone number of Requestor or Contract Manager	7. Chief Fiscal Officer (always required)*	Date
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<i>Pamela Fuentes</i>	<i>3/31/16</i>	<i>Roy Keeler</i>	<i>4-6-16</i>
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2. Purchasing Liaison Signature	Date	Ordered by	Date
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<i>Alan Chubb</i>	<i>3/31/16</i>	<i>6-12-16 thru 6-18-16</i>
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3. Division Director Signature (always required)	Date	<i>Estimated Delivery Date</i>
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4. If IT related, send PR to Accessibility Team		
For Accessibility Team:		
ADA Compliant: (circle one)	YES	NO

5. Director or IRT (if required)	Date	Received by (signature)	Date
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CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

Fiscal Year 2016

X Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO # _____

*CFO Signature not required for blankets

PO # 306-16

Division Tracking # ARIS 16-145

Previous PO # 306-16-8349

Encumbrance Number _____

Requested Delivery Date: _____

Vendor Name: Texas Library Association

Address: 3355 Bee Cave Road, Suite 401

City, State, Zip: Austin, TX 78746

Phone: 800-580-2852 Fax: 512-328-8852

Contact Name: Mariah Auilar

Email: mariaha@txla.org

Vendor #: 17460141108

DUNS: _____

SAM Expiration Date: _____

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature Date

1 _____

5 _____

2 _____

6 _____

3 _____

7 _____

4 _____

**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RUSH
RECEIVED
MAR 24 2016
PURCHASING

Fiscal Year 2016

Purchase Requisition (PR) Blanket/Non-PR* AMENDMENT

*CFO Signature not required for blanket orders

Vendor Name: Texas Library Association

PO #: 306-16-8405

Address: 3355 Bee Cave Road, Suite 401

Division Tracking #: LDN 16-158

City, State, Zip: Austin, TX 78746

Previous PO #: _____

Phone: _____ Fax: _____

Requested Delivery Date: 4/5/16

Contact Name: _____

If PR is a RUSH, must include requested delivery date

Email: _____

Vendor ID#: _____

DUNS: 021501499

SAM Expiration Date: 08/19/2016

Federal Funds Note: Grant Number: LS-00-15-0044-15 - FFY 2016 • CFDA: 45.310 - Grants to States • Institute of Museum and Library Services.

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ Registration for Jennifer Peters to attend the 2016 Tall Texans Leadership Institute Conference on June 12-16, 2016 in Dallas, Texas.	924-60	1	Lot	\$815.00	\$815.00	24212	7202	7203
Grand Total					\$815.00	<i>Don't forget to include S&H!</i>		

Special Instructions:

For training or outreach events: Please include or attach justification statement, login info, and/or registration form.

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

1. Requestor or Contract Manager Signature (always required)

Jennifer Peters 463-2214

Type name & phone number of Requestor or Contract Manager

Rose Winick 03122116

2. Purchasing Liaison Signature (always required) Date

Robert Petter 3/23/16

3. Division Director Signature (always required) Date

6. Executive Signature (if required) Date

Donna Osborne 3/23/16

7. Chief Fiscal Officer (always required)* Date

Liz Kessler 4-6-16

Ordered by Date

6-12-16 thru 6-16-16

Estimated Delivery Date

4. If IT related, send PR to Accessibility Team.
For Accessibility Team:
ADA Compliant: (Circle One) YES NO

5. Director or IRT (for IT & CCTS requests) Date

Received by (Signature) Date

Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

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Rev. 03/17/2016

Vendor Change Approvals:

Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____

**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. 306-16-8405	12. HUB: N/A	13. Order Type: Service
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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	8. REF DOC	10. Agency Contact: Liz Kaska Email: lkaska@tsl.texas.gov Phone: (512) 463-7989 Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 6/12/2016 - 6/16/2016	11. TSLAC Project Contact: Email: _____ Phone: _____	
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	17. Description Registration for the following staff to attend the 2016 Tall Texans Leadership Institute Conference Date: June 12-16, 2016 Location: Dallas, TX Attendees: Angela Kent & Jennifer Peters ACCOUNTING NOTE: Payment will need to be submitted in advance to secure registration for this conference. Please submit warrant with invoice(s) attached. REGISTRANTS: Travel and lodging will need to be submitted via travel authorization request (TAR).		

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PRE-PAYMENT REQUIRED

Grand Total \$1,750.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. Division Tracking Number: ARIS 16-145, LDN 16-158

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28. Approval Signature 	Date 4-6-16	29. Vendor Signature	Date
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Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

RUSH

APR 04 2016

Fiscal Year 2016

X Purchase Requisition (PR) Blanket/Non-PR*

PURCHASING

Blanket PO # _____

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PO # 306-16 - 8405

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Previous PO # 306-16-8349

Encumbrance Number _____

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Phone: 800-580-2852 Fax: 512-328-8852

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Email: mariaha@txla.org

Vendor #: 17460141108

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SAM Expiration Date: _____

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Subtotal	\$ 935.00	
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Grand Total	\$ 935.00	

Prepayment required

Special Instructions: **Registration fee includes room, all meals, class materials, and instruction. Deadline to pay is 5/1/16; however this falls on a Sunday.**

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<i>Pamela Fuentes</i>	<i>Mark Smith</i>	<i>3/31/16</i>
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1. Requestor or Contract Manager Signature (always required) 6. Executive Signature (if required) Date

Pamela Fuentes 512-463-5508 *Ronnie Osborne* *4/1/16*

Type name & phone number of Requestor or Contract Manager 7. Chief Fiscal Officer (always required)* Date

Pamela Fuentes *3/31/16* *Roy Keele* *4-6-16*

2. Purchasing Liaison Signature Date Ordered by Date

Alan Chubb *3/31/16* *6-12-16 thru 6-18-16*
3. Division Director Signature (always required) Date *Estimated Delivery Date*

4. If IT related, send PR to Accessibility Team
For Accessibility Team:
ADA Compliant: (circle one) YES NO

5. Director or IRT (if required) Date Received by (signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

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Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

Fiscal Year 2016

X Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO # _____

*CFO Signature not required for blankets

PO # 306-16

Division Tracking # ARIS 16-145

Previous PO # 306-16-8349

Encumbrance Number _____

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Contact Name: Mariah Auilar

Email: mariaha@txla.org

Vendor #: 17460141108

DUNS: _____

SAM Expiration Date: _____

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature Date

1 _____

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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RUSH
RECEIVED
MAR 24 2016
PURCHASING

Fiscal Year 2016

Purchase Requisition (PR) Blanket/Non-PR* AMENDMENT

*CFO Signature not required for blanket orders

Vendor Name: Texas Library Association

PO #: 306-16-8405

Address: 3355 Bee Cave Road, Suite 401

Division Tracking #: LDN 16-158

City, State, Zip: Austin, TX 78746

Previous PO #: _____

Phone: _____ Fax: _____

Requested Delivery Date: 4/5/16

Contact Name: _____

If PR is a RUSH, must include requested delivery date

Email: _____

Vendor ID#: _____

DUNS: 021501499

SAM Expiration Date: 08/19/2016

Federal Funds Note: Grant Number: LS-00-15-0044-15 - FFY 2016 • CFDA: 45.310 - Grants to States • Institute of Museum and Library Services.

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Grand Total					\$815.00	<i>Don't forget to include S&H!</i>		

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1. Requestor or Contract Manager Signature (always required)

Jennifer Peters 463-2214

Type name & phone number of Requestor or Contract Manager

Rose Winick 03122116
2. Purchasing Liaison Signature (always required) Date

John Petter 3/23/16
3. Division Director Signature (always required) Date

4. If IT related, send PR to Accessibility Team.
For Accessibility Team:
ADA Compliant: (Circle One) YES NO

5. Director or IRT (for IT & CCTS requests) Date

6. Executive Signature (if required) Date

Donna Osborne 3/23/16

7. Chief Fiscal Officer (always required)* Date

Liz Kessler 4-6-16
Ordered by Date

6-12-16 thru 6-16-16
Estimated Delivery Date

Received by (Signature) Date

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Rev. 03/17/2016

Vendor Change Approvals:

Please initial and date accordingly

		1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____	