

**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> 306-16-8419	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> H	<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> <b>CITIBank</b> NxtTeam Inc.  1450 East American Lane, Suite 1620 Schaumburg, IL 60173	
	<b>7. Document (order) amt</b> \$1,600.00	<b>16. Vendor Contact Info:</b>  <b>Phone:</b> (877) 622-5569 <b>Fax:</b> (847) 706-4020 <b>Email:</b> info@txtteam.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> 3/31/216 - 4/21/2016	<b>11. TSLAC Project Contact:</b> <b>Phone:</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>11. TSLAC Project Contact:</b> <b>Phone:</b>	
	<b>11. TSLAC Project Contact:</b> <b>Phone:</b>	<b>11. TSLAC Project Contact:</b> <b>Phone:</b>	

**17. Description** **PROCUREMENT CARD PURCHASE**  
 Registration for the following staff to attend the following training sessions:

Margie New  
 Location: Austin, TX  
 Two Classes  
 Drupal Development - 03/31/2016  
 Drupal layout and theming - 04/20/2016

Accounting: Online Registration  
 Justification attached

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	08111	16	7203	7399	\$1,600.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Drupal 7 Layout & Theming Live Virtual Class for Margie New Date: March 30, 2016	924-25	1	Each	\$800.00	\$800.00
2.	Drupal 7 Module Development for Margie New Date: March 31, 2016	924-25	1	Each	\$800.00	\$800.00

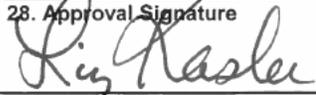
**INTERNAL PO ONLY** **Grand Total**      \$1,600.00

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

**27. Division Tracking Number:** IRT 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> 3-28-16	<b>29. Vendor Signature</b>	<b>Date</b>
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