

**STATE OF TEXAS  
PURCHASE ORDER**

4/13/2016 Amended to add shipping costs.

<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> 306-16-8433	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> 11604680204	
<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> Xerox Corporation 6838 Austin Center Blvd, Suite 300 Austin, TX 78731	
	<b>7. Document (order) amt</b> <b>\$202.00</b>	<b>16. Vendor Contact Info:</b> <b>Phone:</b> (800) 822-2200 <b>Fax:</b> <b>Email:</b>	
<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> 4/4/2016	<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**

Xerox Machine - Staples Cartridge/Waste Container, Part # 8R13041  
 Staples for Copy machine in support Services  
 Machine serial # xu6477337.

Accounting: Order placed over the phone. Invoice to follow. Order confirmation #: DL461582

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7406	7399	\$202.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Staple Cartridge/Waste Container, 8R13041	615-81	1	Box(es)	\$192.00	\$192.00
2.	Shipping	962-86	1	Each	\$10.00	\$10.00

**INVOICE TO FOLLOW**

**Grand Total \$202.00**

**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:** ADM 16-068

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> 4-14-16	<b>29. Vendor Signature</b>	<b>Date</b>
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**Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED

Fiscal Year 16

DEC 08 2015

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

**PURCHASING**

Blanket PO # \_\_\_\_\_  
 \*CFO Signature not required for blankets  
 PO # 306-16-8433  
 Division Tracking # ADM 16-068  
 Previous PO # \_\_\_\_\_  
 Encumbrance Number \_\_\_\_\_

Vendor Name: Xerox Corporation  
 Address: 6838 Austin Center Blvd, Suite 300  
 City, State, Zip: Austin TX 78731  
 Phone: 512-794-3407 Fax: 512-343-5705  
 Contact Name: DAVID WRTON  
 Email: david.wrton@xerox.com  
 Vendor #: 11604680204  
 DUNS: \_\_\_\_\_  
 SAM Expiration Date: \_\_\_\_\_

Requested Delivery Date: \_\_\_\_\_

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Staples for Copy Machine in Support Services (P4112CP)	615-81	1	box	\$ 192.00	\$ 192.00	09351	7399	7406
shipping	615-81	1	box	\$ 10.00	\$ 10.00	09351	7399	7406
Subtotal					\$ 202.00			
Shipping & Handling						if applicable		
Grand Total					\$ 202.00			

Special Instructions: \_\_\_\_\_

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

1. Requestor or Contract Manager Signature (always required) \_\_\_\_\_ Date \_\_\_\_\_  
 Jasper Winters - 512-463-8162

6. Executive Signature (if required) \_\_\_\_\_ Date \_\_\_\_\_  
 Donna Oberue 12/7/15

Type name & phone number of Requestor or Contract Manager \_\_\_\_\_ Date \_\_\_\_\_  
 Anna Warren 12-7-2015

7. Chief Fiscal Officer (always required)\* \_\_\_\_\_ Date \_\_\_\_\_  
 Liz Kesh 3-28-16

2. Purchasing Liaison Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Donna Oberue 12/7/15

Ordered by \_\_\_\_\_ Date \_\_\_\_\_  
 4-4-16

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.

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.

Rev: 5/2015

Vendor Change Approvals: \_\_\_\_\_ Please initial and date accordingly

Purchasing Signature \_\_\_\_\_ Date \_\_\_\_\_

1 \_\_\_\_\_ 5 \_\_\_\_\_  
 2 \_\_\_\_\_ 6 \_\_\_\_\_  
 3 \_\_\_\_\_ 7 \_\_\_\_\_  
 4 \_\_\_\_\_

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PURCHASE ORDER**

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	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> 11604680204	
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	<b>9. Service Period or Expected Delivery Date:</b> 4/4/2016		
	<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> <b>Email:</b>	<b>Phone:</b>	

**17. Description**

Xerox Machine - Staples (P4112CP)

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.

Please contact purchasing@tsl.texas.gov or 512-463-7989 if more information is required.

Internal: Staples for Copy machine in support Services (P4112CP)

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**INVOICE TO FOLLOW**

**Grand Total**            \$192.00

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<b>28. Approval Signature</b> 	<b>Date</b> 3-28-16	<b>29. Vendor Signature</b>	<b>Date</b>
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 6. Executive Signature (if required) Donna Oberue Date 12/7/15

Type name & phone number of Requestor or Contract Manager Donna Warren  
 7. Chief Fiscal Officer (always required)\* Lois Kesh Date 3-28-16

2. Purchasing Liaison Signature Donna Oberue Date 12/7/15  
 Ordered by \_\_\_\_\_ Date 4-4-16

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