

**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> 306-16-8438	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> H	<b>14. Vendor Identification No:</b> 17460002037-011	
<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> University of Texas at Austin Professional Development Center PO Box 7518 Austin, TX 78713	
	<b>7. Document (order) amt</b> \$120.00	<b>16. Vendor Contact Info:</b> www.utexas.edu/ce/k16/additional-services/testing-center/ <b>Phone:</b> (512) 471-0222 <b>Fax:</b> (512) 475-7933 <b>Email:</b> testingcenter@austin.utexas.edu	
<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> 6/19/216	<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**

*Certified TX Contract Management Certification examination for the staff listed below.*

*ACCOUNTING NOTE: Emailed application and paid via Credit Card over the phone.*

*Applicants will be notified by Testing and Evaluations Center when their application and payment have been processed. If applicant fails to receive email confirmation, Testing Center may be contacted to confirm.*

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52321	16	7210	7599	\$120.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	CTCM Certification Exam for Alana Inman	924-20	1	Each	\$120.00	\$120.00

**INTERNAL PO ONLY**

**Grand Total**            \$120.00

**26. Legal Cites:** Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

**27. Division Tracking Number:** ARIS 16-130

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> 04-19-16	<b>29. Vendor Signature</b>	<b>Date</b>
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**Liz Kaska**

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**From:** K-16 Education Center [edservices@utk16.org]  
**Sent:** Tuesday, April 19, 2016 3:24 PM  
**To:** Liz Kaska  
**Subject:** UT K-16 Registration

DIVISION OF CONTINUING EDUCATION  
THE UNIVERSITY OF TEXAS AT AUSTIN

-----  
K-16 Education Center  
P.O. Box 7700 Austin, Texas 78713-7700  
512-232-5000 or 1-888-232-4723  
[www.utk16.org](http://www.utk16.org)  
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April 19, 2016

RECEIPT #: 9843055-1                      PIN: 842807

The UT EID associated with this registration is: ali352

\* Personal Identification Number (PIN). In compliance with the Family Rights and Privacy Act, we cannot release any information over the telephone without this PIN.

Transaction Date: 04/19/16  
Registrant: Alana Inman  
Subject: CTC M : Certified TX Contract Manager  
Type: CBE/EA  
Date to Complete: 06/18/16  
Instructor: EIMC Scoring  
Cost: \$120.00

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Total Due: \$120.00

Payment Type            MasterCard  
Amount                    \$120.00

Less Payments            \$120.00  
Balance Due                \$0.00

\* Please verify all information listed and report any errors to our office as soon as possible.

**IMPORTANT INFORMATION ABOUT EXAMS AND COURSES**

\* Please be aware that some UT K-16 courses require textbook(s) or lab kit(s). UT K-16 does not provide or sell textbooks or lab kits, but you may get your textbook(s) or lab kit(s) from any source you choose. To find out which textbook(s) you need for your course, please look under High School Courses on our web site: [www.utk16.org](http://www.utk16.org).

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

**RECEIVED**

**MAR 16 2016**

Fiscal Year 2016

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

**PURCHASE**

Blanket PO # \_\_\_\_\_

Vendor Name: **University of Texas at Austin, Testing and Evaluation Services**

\*CFO Signature not required for blankets

Address: **Po Box 7700**

PO # **306-16**

City, State, Zip: **Austin, TX 78713-7700**

Division Tracking # **ARIS 16-130**

Phone: **512-471-0222**      Fax: \_\_\_\_\_

Previous PO # \_\_\_\_\_

Contact Name: [www.utexas.edu/ce/k16/additional-services/testing-center](http://www.utexas.edu/ce/k16/additional-services/testing-center)

Encumbrance Number \_\_\_\_\_

Email: [testingcenter@austin.utexas.edu](mailto:testingcenter@austin.utexas.edu)

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

Vendor #: **12373972871-016**

DUNS: \_\_\_\_\_

SAM Expiration Date: \_\_\_\_\_

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Certification examination for Certified TX Contract Manager for Alana Inman	924-20	1	each	\$ 120.00	\$ 120.00	52321	7599	7210
					\$ -			
Subtotal					\$ 120.00			
Shipping & Handling						<i>if applicable</i>		
Grand Total					\$ 120.00			

Special Instructions:

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

\_\_\_\_\_

**See attached email**

1. Requestor or Contract Manager Signature (always required)

6. Executive Signature (if required)

Date

**Alana Inman**

**936-336-8821**

*Donna Osborne*

*3/15/16*

7. Chief Fiscal Officer (always required)\*

Date

Type name & phone number of Requestor or Contract Manager

*Pamela Furtak*

*3/14/16*

*Liz Kaska*

*4-19-16*

2. Purchasing Liaison Signature

Date

Ordered by

Date

*Alana Inman*

*3/15/16*

*6-19-16*

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.

