

**STATE OF TEXAS
PURCHASE ORDER**

4/20/2016 Amended to include the shipping cost that was not included on the initial PO. Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8444	12. HUB: N/A	13. Order Type: Service
	5. PCC H	14. Vendor Identification No: 12003559023	
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: CITIBank PureButtons 4930 Chippewa Road, Unit A Medina, OH 44256	
	7. Document (order) amt \$381.39	16. Vendor Contact Info: Phone: (800) 710-2030 Fax: Email: info@purebuttons.com	
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: 4/5/2016	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		

PROCUREMENT CARD PURCHASE

1,000 buttons with the Agency Logo and a Power Up TexQuest logo. Button specifications are below:

Shape: Rectangular

Size: 1.75"x2.75"

Print File PDF attached to online order

These buttons will be distributed at the Texas Library Association Conference on April 19 in Houston, TX

Order was placed online.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17931	16	7300	7103	\$381.39	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	1,000 Rectangular buttons with TSLAC and Power Up TexQuest logos	080-10	1	Lot(s)	\$360.00	\$360.00
2.	Shipping and Handling	962-86	1	Lot(s)	\$21.39	\$21.39

INTERNAL PO ONLY

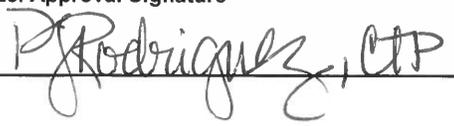
Grand Total \$381.39

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: LDN 16-156

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 4/20/2016	29. Vendor Signature	Date
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17. Description **PROCUREMENT CARD PURCHASE**

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 Shape: Rectangular
 Size: 1.75"x2.75"
 Print File PDF attached to online order
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INTERNAL PO ONLY **Grand Total** \$360.00

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28. Approval Signature 	Date 3-24-16	29. Vendor Signature	Date
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PureButtons
 4930 Chippewa Rd.
 Unit - A
 Medina, OH 44256

Phone: 1-800-710-2030

Order #: 1615232

Submitted: 3/24/2016 12:27:15 PM

Artwork	Qty	Product	Item Total
   	1000	1.75" X 2.75" Rectangle Custom Buttons Help & Proof Horizontal Original Gloss	\$360.00
SUBTOTAL:			\$360.00
TAX FOR TEXAS (0.00%):			\$0.00
SHIPPING (UPS GROUND):			\$21.39
TOTAL:			\$381.39

Order Information

Notes: Texas State Agency - Tax Exempt - Can send you exemption form on request.

Account Information

**TEXAS STATE LIBRARY &
 ARCHIVES COMMISSION
 LIZ KASKA
 PURCHASING@TSL.TEXAS.GOV
 PHONE: 512-463-7989**

**BILLING ADDRESS
 REBECCA CANNON
 PO BOX 12516
 AUSTIN, TEXAS 78711-2516**

**SHIPPING ADDRESS
 LIZ KASKA
 1201 BRAZOS STREET**

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

**RUSH RECEIVED
MAR 22 2016**

Fiscal Year 2016

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

*CFO Signature not required for blanket orders

Vendor Name: Purebuttons.com

PO #: 306-16-8444

Address: 4930 Chippewa Road, Unit A **PURCHASING**

Division Tracking #: LDN 16-156

City, State, Zip: Medina, OH 44256

Previous PO #: _____

Phone: 1-800-710-2030 Fax: _____

Requested Delivery Date: 3/30/16

Contact Name: _____

If PR is a RUSH, must include requested delivery date

Email: _____

Vendor ID#: 12003559023

DUNS: complete if using federal funds

SAM Expiration Date: complete if using federal funds

Federal Funds Note: complete if using federal funds

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ Purchase of 1,000 1.75" x 2.75" rectangular buttons with the Agency logo and a Power Up TexQuest logo to hand out at the Texas Library Association annual meeting in Houston, Texas on April	080-10	1	Lot	\$360.00	\$360.00	17931	7103	7300
+ Freight Charges	962-86	1	Lot	\$30.00	\$30.00 \$21.39	17931	7103	7286
Grand Total					\$390.00 \$381.39	<i>Don't forget to include S&H!</i>		

Grant Number: LS-00-15-0044-15 – FFY 2015 • CFDA: 45.310 – Grants to States • Institute of Museum and Library Services.

Special Instructions: Len is working with Suzanne on file for print, Suzanne will forward to Purchasing once completed.

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)

[Signature] 3/21/16
1. Requestor or Contract Manager Signature (always required)

[Signature] 3/21/16
6. Executive Signature (if required) Date

Len Bryan 463-5852
Type name & phone number of Requestor or Contract Manager

[Signature] 3-24-16
7. Chief Fiscal Officer (always required)* Date

[Signature] 03/21/16
2. Purchasing Liaison Signature (always required) Date

4-5-16
Ordered by _____ Date _____

[Signature] 3/21/16
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 _____

Received by (Signature) _____ Date _____

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

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. 03/17/2016

Vendor Change Approvals:

Please initial and date accordingly

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