

**STATE OF TEXAS  
PURCHASE ORDER**

<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> 306-16-8454	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> C	<b>14. Vendor Identification No:</b> [REDACTED]	
<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> TIBH Industries 1011 East 53 1/2 Street Austin, TX 78751	
	<b>7. Document (order) amt</b> \$8,423.52	<b>16. Vendor Contact Info:</b> Sergio Pellicano <b>Phone:</b> (512) 637-7100 <b>Fax:</b> <b>Email:</b> sergio.pellicano@goodwillcentraltexas.org	
<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> Pam Rodriguez <b>Phone:</b> (512) 463-3037 <b>Email:</b> prodriguez@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 4/1/2016 - 8/31/2016	<b>11. TSLAC Project Contact:</b> Laura Saegert <b>Phone:</b> (512) 463-5500 <b>Email:</b> lsaegert@tsl.texas.gov	
	<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>	<b>16. Vendor Contact Info:</b> Sergio Pellicano <b>Phone:</b> (512) 637-7100 <b>Fax:</b> <b>Email:</b> sergio.pellicano@goodwillcentraltexas.org	

**17. Description**

TSLAC will contract one temporary personnel through TIBH:  
 Title: Data Entry Operator; Rate: Experienced Level; Job Class Code #: 0205; District 14; Pay rate: \$19.32/hr; For 436 hours

Work is scheduled between Friday, April 1, 2016 - Wednesday, August 31, 2016; **Work hours:** Flexible; Between 8:00am - 4:00pm; Lunch and break times will be arranged with supervisor. **Work duties:** Performs data entry and verification of data files. Transcribes source documents to machine-acceptable formats. Prepares formatting programs for most applications and corrects entry errors. May verify data entered by others. **Work attire:** Business casual. Detailed job description is attached.

Timesheet will be approved by TSLAC Project Contact in box #11 and Purchasing will also need access to these timesheets.

Temp is NOT TO EXCEED their 436 hours work hours without prior approval from the TSLAC Project Contact in box #11 and amendment to this PO. 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.

TSLAC Purchase Order Terms & Conditions and Invoicing Instructions are attached. CPA Contract Number: 962-M3

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7274	7506	\$8,423.52	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Nichollette Lindsay will be employed as temporary personnel for ARIS Archivsts Start Date: 4/1/2016 - Estimated End Date: 8/31/2016	962-69	436	Hour(s)	\$19.32	\$8,423.52

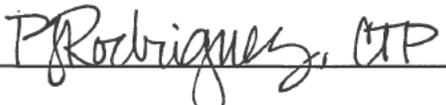
**Grand Total** \$8,423.52

**26. Legal Cites:** Preference for Products of Persons with Mental Retardation or Physical Disabilities [TIBH] as defined by the Texas Government Code 2155.441

**27. Division Tracking Number:** ARIS 16-135

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> 3/31/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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