STATE OF TEXAS
PURCHASE ORDER

1. Agency Name & No. **TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306 Tax Exempt agency of the Texas State Government	**4. Purchase Order No.** 306-16-8457	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC H	**14. Vendor Identification No:** [redacted]	
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** Freeman 3323 IH 35 North, Suite 120 San Antonio, TX 78219	
	7. Document (order) amt $483.75		
*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."	**8. REF DOC**	**16. Vendor Contact Info:** Cindy Boyle **Phone:** (713) 770-6750 **Fax:** **Email:** cindyb@txla.org	
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	**9. Service Period or Expected Delivery Date:** 4/19/2016 - 4/22/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description **PROCUREMENT CARD PURCHASE**

Booth funishings for School Library Standards Booth at TLA Annual Converence at GRB Convention Center
Location: Houston, TX
Date: 04/19/2016 through 04/22/2016
Booth #: 2408

Accounting: Ordered online

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17931	16	7406	7103	$483.75	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Classic Carpet, Blue, 9' x 10', Black 560910	981-52	1	Each	$134.00	$134.00
2.	Carpet Pad, Single layer, 9' x 10' 580910	981-52	1	Each	$112.50	$112.50
3.	Limerick Chair by Herman Miller 210108	981-52	2	Each	$56.75	$113.50
4.	Table w/ Black drape, 6' L x 30" W x 30" H 130630	981-52	1	Each	$123.75	$123.75

INTERNAL PO ONLY **Grand Total** $483.75

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: EXEC 16-050

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	29. Vendor Signature	Date
Liz Kaska	3-25-16		