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.** 306-16-8476	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC	**14. Vendor Identification No:**	3313313313-003
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.** DT-9 **7. Document (order) amt** $485.02	**15. Vendor Address:** Department of Information Resources 300 W. 15th Street, Suite 1300 Austin, TX 78701	
*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:** Jay Graves **Phone:** **Fax:** (512) 936-6661 **Email:**	
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:** 4/14/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov		**Phone:** (512) 463-7989 **Fax:** 5124753393
	11. TSLAC Project Contact: **Email:**		**Phone:**

17. Description

Phone reconfiguration Charges:

Work Orders are submitted by IRT via the DIR portal. Please see attached documentation.
This PO is for payment tracking purposes only.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	16	7517	7399	$251.68	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	512-463-5489 - Daniel Shallue - Refurbished Digital Phone with Caller Display	915-76	1	Each	$211.68	$211.68
2.	512-463-5489 - Daniel Shallue - Run a Digital line	915-76	1	Each	$40.00	$40.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52141	16	7516	7506	$38.34	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	512-463-5504 - Mackenzie Ryan - Add voicemail	915-76	1	Each	$35.00	$35.00
4.	512-463-5504 - Add agent for ACD line 512-463-5455	915-76	1	Each	$1.67	$1.67
5.	512-463-5431 - Sandra Bailey - Add Agent for ACD Line 512-463-5455	915-76	1	Each	$1.67	$1.67
6.	512-463-5426 - Change name to Angela Kent	915-76	1	Each	$0.00	$0.00
7.	512-463-7881 - Change name to Assts2	915-76	1	Each	$0.00	$0.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	52141	16	7962	7506	$145.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
8.	512-463-5504 - Monthly charge for voicemail	915-76	5	Month(s)	$3.00	$15.00
9.	512-463-5504 - Monthly charge for Agent ACD Line 512-463-5455	915-76	5	Month(s)	$13.00	$65.00
10.	512-463-5431 - Monthly charge for Agent ACD Line 512-463-5455	915-76	5	Month(s)	$13.00	$65.00

STATE OF TEXAS
PURCHASE ORDER

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
004	52342	16	7516	7502	$35.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
11.	512-463-8135 - New Employee (starts 4/15/2016) - Add voicemail	915-76	1	Each	$35.00	$35.00

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

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
005	52342	16	7962	7502	$15.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
12.	512-463-8135 - Monthly charge for voicemail	915-76	5	Month(s)	$3.00	$15.00

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

INTERNAL PO ONLY

Grand Total $485.02

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

27. Division Tracking Number: ADM 16-121, ARIS 16-033d

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 Kaeder	4-14-16		

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

RECEIVED
MAR 29 2016
PURCHASING

Fiscal Year 16

☒Purchase Requisition (PR) ☐Blanket/Non-PR* ☐Amendment

Blanket PO # _____
*CFO Signature not required for blankets
PO # 306-16-8476
Division Tracking # ADM 16-121
Previous PO # _____
Encumbrance Number _____
Requested Delivery Date: _____
DUNS: _____
Federal Funds Note: _____

Vendor Name: DIR - CCTS
Address:
City, State, Zip: 300 W 15th St., Suite 1300
PO Box 13564
Austin, TX 78711-3564
Phone:
Contact Name:
Email:
VIN: 33133133133
Vendor #:
SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Charge for Refurbished Digital Phone with Caller Display + digital Line Cost	915-76	1	each	$ ~~211.68~~ 251.68	$ ~~211.68~~ 251.68	09351	7399	7517
				Subtotal	$ ~~211.68~~ 251.58			
				Shipping & Handling		*if applicable*		
				Grand Total	$ ~~211.68~~ 251.58			

Special Instructions: **for DANIEL SHALLUE**

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

1. Requestor or Contract Manager Signature (always required)
Daniel Shallue 512-463-5489
Type name & phone number of Requestor or Contract Manager

2. Purchasing Liaison Signature — Date 3/28/16

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
Oscar Muñoz — 3/28/16

5. Director or IRT (if required) — Date

6. Executive Signature (if required) — Date 3/28/16

7. Chief Fiscal Officer (always requried)* — Date 4-14-16

Ordered by — Date

4-14-16
Estimated Delivery 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: 3/2016

Vendor Change Approvals:

Purchasing Signature — Date

Please initial and date accordingly

1 _____ 5 _____
2 _____ 6 _____
3 _____ 7 _____
4 _____

From:	Donna Osborne
To:	Purchasing
Cc:	Bonnie Cope; Donna Warren
Subject:	Phone for Daniel
Date:	Friday, April 01, 2016 9:39:48 AM
Attachments:	image001.png

Purchasing:

Please add $40 to the PR for Daniel's phone as DIR needs to run a new, digital line for him. His phone is so old, the line is analog.

Thanks,

Donna Osborne

Donna Osborne, Chief Operations and Fiscal Officer | Texas State Library and Archives Commission
Office: 512.463.5440 | Cell: *512.420.3980* | *fax:* 512.463.3560 | dosborne@tsl.texas.gov |
PO Box 12927 Austin, TX 78711-2927
Please visit our agency website at: www.tsl.**texas.gov**

LIBRARY
ARCHIVES

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

1. Fill out the fields below and complete the applicable information for your request. Please click on the (+) button to add lines for multiple workstation/phone moves.
2. Once this form is completed, submit your IRT Service Portal ticket and attach the form. IRT will provide the estimated cost of your request.
3. Next, ask your Purchasing Liaison to create the PR for this request. The Vendor will be "DIR CCTS" and a copy of this form should be attached with your PR.
4. Finally, the PR should be routed for signature and IRT will submit your request to DIR once they receive the PR. IRT will include the TSR # for Purchasing. Purchasing will create an Internal PO for this request.

TSLAC Location DeZavala Building

FOR IRT ONLY (after approvals have been obtained)

TSR#: 16040021

Submitted by: Oscar Munoz 4/1/16

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	Daniel Shallue	(512) 463-5489	N/A	New Phone	G007					Purchase of new Refurbished Digital Phone with Caller Display	$211.68 40.00 $251.68

Special Instructions: Phone will replace existing phone. Please install in room G007. ADD DIGITAL LINE COST →

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

Quick Tips:

*Computer Moves: To help IRT with setup, specify the *EXACT* location of your PC with a piece of printer paper at your new desk.

**Port # Retrieval: To retrieve your port number, dial # *119. Write all the numbers during the prompt. Example: 017.3.03.30

***Jack #: The jack # is labeled on the wall jack. Example: V-12-4

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

Fiscal Year **2016** RECEIVED

INTERNAL PO

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

APR 06 2016

PURCHASING

Blanket PO #

*CFO Signature not required for blankets

PO # **306-16** -8476

Division Tracking # **ARIS 16-033c**

Previous PO #

Encumbrance Number

Requested Delivery Date:

Vendor Name: **DIR-CCTS**

Address:

City, State, Zip:

Phone: Fax:

Contact Name:

Email:

Vendor #: **3313313313-003**

DUNS:

SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
One time charge to add voicemail box to **512-463-5504**, Room 106.02, 016.2.11.18, V-005-1.	915-~~93~~ 76	1	lot	$ 35.00	$ 35.00	52141	7506	7516
Monthly charge for voicemail on **512-463-5504**.	915-~~93~~ 76	5	months	$ 3.00	$ 15.00	52141	7506	7962
One time charge to add **512-463-5504** as an agent for ACD line 512-463-5455.	915-76	1	lot	$ 1.67	$ 1.67	52141	7506	7516
Monthly charge for **512-463-5504** to be an agent for ACD line 512-463-5455.	915-~~77~~ 76	5	months	$ 13.00	$ 65.00	52141	7506	7962
One time charge to add **512-463-5431** (Room 106.03, 016.2.09-12, V-004-1) as an agent for ACD line 512-463-5455.	915-76	1	lot	$ 1.67	$ 1.67	52141	7506	7516
Monthly charge for **512-463-5431** to be an agent for ACD line 512-463-5455.	915-~~77~~ 76	5	months	$ 13.00	$ 65.00	52141	7506	7962
512-463-5426 (Room 107, 017.2.03.29, V-1-1): Change name to Angela Kent.	915-76	1	lot	No charge	$ -	52141	7506	7516
512-463-7881 (Room 106.05, 017.1.08.18, V-002-1): Change name to Assts2 Room 106, remove voicemail, remove from list of agents for ACD line 512-463-5455.	915-76	1	lot	No charge	$ -	52141	7506	7516

Subtotal	$ 183.34
Shipping & Handling	*if applicable*
Grand Total	$ 183.34

Special Instructions:

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

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

Fiscal Year **2016**

INTERNAL PO

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

Blanket PO #

*CFO Signature not required for blankets

PO # **306-16**

Division Tracking # **ARIS 16-033c**

Previous PO #

Encumbrance Number

Requested Delivery Date:

Vendor Name: **DIR-CCTS**

Address:

City, State, Zip:

Phone: Fax:

Contact Name:

Email:

Vendor #: **3313313313-003**

DUNS:

SAM Expiration Date:

Pamela Fuentes

1. Requestor or Contract Manager Signature (always required)

Pamela Fuentes **512-463-5508**

Type name & phone number of Requestor or Contract Manager

Pamela Fuentes 4/4/16

2. Purchasing Liaison Signature Date

4/4/16

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

BC Manuel Alvarez 4-6-16

5. Director or IRT (if required) Date

6. Executive Signature (if required) Date

Donna Osborne 4/6/16

7. Chief Fiscal Officer (always requried)* Date

Liz Kasler 4-14-16

Ordered by Date

4-14-16

Estimated Delivery 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:

Purchasing Signature Date

Please initial and date accordingly

1 2 3 4 5 6 7

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

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2. Once this form is completed, submit your IRT Service Portal ticket and attach the form. IRT will provide the estimated cost of your request.
3. Next, ask your Purchasing Liaison to create the PR for this request. The Vendor will be "DIR CCTS" and a copy of this form should be attached with your PR.
4. Finally, the PR should be routed for signature and IRT will submit your request to DIR once they receive the PR. IRT will include the TSR # for Purchasing. Purchasing will create an Internal PO for this request.

FOR IRT ONLY (after approvals have been obtained)

TSLAC Location DeZavala Building

TSR#: 16040114

Submitted by:

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	Mackenzie Ryan	463-5504	N/A	Add							$116.67
	Special Instructions: Add voicemail box to 512-463-5504, Monthly Charge for this voicemail for 5 Mo., Add line as an agent for ACD, Monthly charge for this line for 5 mo.										

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

Quick Tips:

*Computer Moves: To help IRT with setup, specify the *EXACT* location of your PC with a piece of printer paper at your new desk.

**Port # Retrieval: To retrieve your port number, dial # *119. Write all the numbers during the prompt. Example: 017.3.03.30

***Jack #: The jack # is labeled on the wall jack. Example: V-12-4

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

1. Fill out the fields below and complete the applicable information for your request. Please click on the (+) button to add lines for multiple workstation/phone moves.
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3. Next, ask your Purchasing Liaison to create the PR for this request. The Vendor will be "DIR CCTS" and a copy of this form should be attached with your PR.
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FOR IRT ONLY (after approvals have been obtained)

TSLAC Location DeZavala Building

TSR#: 16040114

Submitted by:

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	Sandra Bailey	463-5431	N/A	Add							$66.67
	Special Instructions: Add line as an agent for ACD, Monthly charge for this line for 5 mo.										

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

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***Jack #: The jack # is labeled on the wall jack. Example: V-12-4

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

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2. Once this form is completed, submit your IRT Service Portal ticket and attach the form. IRT will provide the estimated cost of your request.
3. Next, ask your Purchasing Liaison to create the PR for this request. The Vendor will be "DIR CCTS" and a copy of this form should be attached with your PR.
4. Finally, the PR should be routed for signature and IRT will submit your request to DIR once they receive the PR. IRT will include the TSR # for Purchasing. Purchasing will create an Internal PO for this request.

FOR IRT ONLY (after approvals have been obtained)

TSLAC Location DeZavala Building

TSR#: 16040114

Submitted by:

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	Angela Kent	463-5426	N/A	Change							$0.00
	Special Instructions: Rename line to Angela Kent - NO CHARGE										

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

Quick Tips:

*Computer Moves: To help IRT with setup, specify the *EXACT* location of your PC with a piece of printer paper at your new desk.

**Port # Retrieval: To retrieve your port number, dial # *119. Write all the numbers during the prompt. Example: 017.3.03.30

***Jack #: The jack # is labeled on the wall jack. Example: V-12-4

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

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2. Once this form is completed, submit your IRT Service Portal ticket and attach the form. IRT will provide the estimated cost of your request.
3. Next, ask your Purchasing Liaison to create the PR for this request. The Vendor will be "DIR CCTS" and a copy of this form should be attached with your PR.
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FOR IRT ONLY (after approvals have been obtained)

TSLAC Location DeZavala Building

TSR#: 16040114

Submitted by:

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	Assts2	463-7881	N/A	Change							$0.00
	Special Instructions: Rename line to Assts2 - NO CHARGE										

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

Quick Tips:

*Computer Moves: To help IRT with setup, specify the *EXACT* location of your PC with a piece of printer paper at your new desk.

**Port # Retrieval: To retrieve your port number, dial # *119. Write all the numbers during the prompt. Example: 017.3.03.30

***Jack #: The jack # is labeled on the wall jack. Example: V-12-4

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

Fiscal Year **2016**

RECEIVED
APR 12 2016
PURCHASING
DIR-CC13

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

Blanket PO # _____
*CFO Signature not required for blankets
PO # **306-16 - 8426**
Division Tracking # **ARIS 16-033d**
Previous PO # _____
Encumbrance Number _____

Requested Delivery Date: **4/15/2016**

Vendor Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
Contact Name: _____
Email: _____
Vendor #: **3313313313-003**
DUNS: _____
SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
One time charge to add voicemail box to **512-463-8135.**	915-~~93~~ 76	1	lot	$ 35.00	$ 35.00	52342	7502	7516
Monthly charge for voicemail on **512-463-5504**.	915-~~93~~ 76	5	months	$ 3.00	$ 15.00	52342	7502	7962
				Subtotal	$ 50.00			
				Shipping & Handling		*if applicable*		
				Grand Total	$ 50.00			

Special Instructions: **New employee will be starting on 4/15/16.**

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

Pamela Fuentes
1. Requestor or Contract Manager Signature (always required)

6. Executive Signature (if required) Date

Pamela Fuentes **512-463-5508**
Type name & phone number of Requestor or Contract Manager

Pamela Fuentes 4/7/16

7. Chief Fiscal Officer (always required)* Date

Lay Kaale 4-14-16

2. Purchasing Liaison Signature Date

4/8/16

Ordered by Date

4-14-16

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

SC Manuel T Alvarez 4-12-16
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:

Purchasing Signature Date

Please initial and date accordingly

1 _____ 5 _____
2 _____ 6 _____
3 _____ 7 _____
4 _____

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Workstation/Phone Move, Add, Change (MAC) Request Form

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4. Finally, the PR should be routed for signature and IRT will submit your request to DIR once they receive the PR. IRT will include the TSR # for Purchasing. Purchasing will create an Internal PO for this request.

FOR IRT ONLY (after approvals have been obtained)

TSLAC Location DeZavala Building

TSR#: 16040155

Submitted by:

					Current Location			Future Location			***IRT ONLY***
	Name	Phone #:	*PC #:	Action	Rm#/Cube#:	**Port #:	***Jack #:	Rm#/Cube#:	Jack #:	Notes:	Est. Cost
+ -	New Employee	463-8135	N/A	Add							$50.00
	Special Instructions: Add voicemail box to 512-463-8135, Monthly Charge for this voicemail for 5 months.										

Please note that any special requests, such as keyboard tray moves, will require additional time and coordination with Support Services or TFC to properly move and mount the trays. DIR can take up to 72 hours for phone change requests. Please contact IRT or Purchasing if you have any questions. Thank you!

Quick Tips:

*Computer Moves: To help IRT with setup, specify the *EXACT* location of your PC with a piece of printer paper at your new desk.

**Port # Retrieval: To retrieve your port number, dial # *119. Write all the numbers during the prompt. Example: 017.3.03.30

***Jack #: The jack # is labeled on the wall jack. Example: V-12-4