

**STATE OF TEXAS
PURCHASE ORDER**

4/14/2016 Vendor is shipping the bulk item which is more units at a lower price (20 units vs. 15 units) saving over \$15.00

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8482	12. HUB: N/A	13. Order Type: Spot
	5. PCC H	14. Vendor Identification No: 13633508679	
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 Movie Craft, Inc dba Urbanski Film PO Box 438 Orlando PK, IL 60462	
	7. Document (order) amt \$56.54	16. Vendor Contact Info: Larry Urbanski Phone: Fax: Email: orders@urbanskifilm.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: 4/27/2016	11. TSLAC Project Contact: Phone: Email:	
	17. Description PROCUREMENT CARD PURCHASE <i>Film supplies: 16 mm film splice tapes</i> <i>Accounting: Order Placed over the phone.</i>		

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7334	7506	\$56.54	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	16mm Presstape Splices - bulk of 20 units	880-20	1	Each	\$46.00	\$46.00
2.	Estimated Shipping and Handling	962-86	1	Each	\$10.54	\$10.54

INTERNAL PO ONLY

Grand Total \$56.54

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: ARIS 16-142

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 4-14-16	29. Vendor Signature	Date
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Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form

RECEIVED

Fiscal Year 2016

MAR 31 2016

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

PURCHASING

Blanket PO # _____
*CFO Signature not required for blankets
PO # 306-16 - 8482
Division Tracking # ARIS 16-142
Previous PO # _____
Encumbrance Number _____

Vendor: A Movie Craft Inc. aka Urbanski Film
City, St: PO Box 438
Orlando Pk, FL 60462
Contact: www.urbanskifilm.com

Requested Delivery Date: _____

Vendor: VIN: 13633508679
DUNS: _____
SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
16mm Presstape Splices, Part Number UR16PR	880-20	15	each	\$ 4.00 <u>3.85</u>	\$ 60.00 <u>57.75</u>	52221	7506	7334
Handling and Packaging	880-20	1	each	\$ 4.00	\$ 4.00	52221	7506	7334
Estimated shipping	880-20	1	lot	\$ 3.45	\$ 3.45	52221	7506	7334

Subtotal \$ ~~67.45~~ 65.20
Shipping & Handling _____ if applicable
Grand Total \$ 67.45 65.20

Special Instructions:

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

Laura Saegert

1. Requestor or Contract Manager Signature (always required) Laura Saegert 512-463-5500
6. Executive Signature (if required) Donna (Borne) 3/30/16 Date

Type name & phone number of Requestor or Contract Manager
Pamela Trute 3/25/16
7. Chief Fiscal Officer (always required)* Liz Kashe 4-13-16 Date

2. Purchasing Liaison Signature _____ Date _____
Ordered by _____ Date _____
4-27-16

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.

Vendor Change Approvals:

[Signature]
Purchasing Signature

4-12-16

Date

Please initial and date accordingly

1 *[Initials]*
2 *[Initials]*
3 *[Initials]*
4 *[Initials]*

5 _____
6 *[Signature]*
7 _____

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Laura Saegert

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Laura Saegert **512-463-5500**

6. Executive Signature (if required)

Date

Donna (Borne) 3/30/16

Type name & phone number of Requestor or Contract Manager

7. Chief Fiscal Officer (always required)*

Date

Pamela Trute 3/25/16

Liz Kashe 4-13-16

2. Purchasing Liaison Signature Date

Ordered by Date

Phelps 3-29-16

4-27-16
Estimated Delivery Date

3. Division Director Signature (always required) Date

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4 *[Initials]*

5 _____
6 *[Signature]*
7 _____