

**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. 306-16-8488	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: 11416654660	
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: National Association of Government Archives & Records Administrators [NAGARA] 444 N. Capitol Street NW, Suite 237 Washington, DC 20001	
	7. Document (order) amt \$1,425.00	16. Vendor Contact Info: Steve Grandin Phone: (518) 463-8644 Fax: (518) 463-8654 Email: www.nagara.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	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: 7/13/2016 - 7/16/2016	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

Registration for 2016 NAGARA Annual Conference - Early Bird registration through: 07/04/2016

Date: July 13th thru 16th, 2016

Location: Lansing, MI

Attendees:

Member - Craig Kelso

Non-members - Erica Wilson, Emma Martin & Megan Carey

TSLAC terms and conditions with invoicing instructions are attached. 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.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66111	16	7203	7699	\$300.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	NAGARA 2016 Conference - Craig Kelso Member	963-37	1	Each	\$300.00	\$300.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66221	16	7203	7699	\$1,125.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	NAGARA 2016 Conference - Erica Wilson Non-member	963-37	1	Each	\$375.00	\$375.00
3.	NAGARA 2016 Conference - Emma Martin Non-member	963-37	1	Each	\$375.00	\$375.00
4.	NAGARA 2016 Conference - Megan Carey Non-member	963-37	1	Each	\$375.00	\$375.00

INVOICE TO FOLLOW

Grand Total \$1,425.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. Division Tracking Number: SLRM 16-089

**STATE OF TEXAS
PURCHASE ORDER**

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 4-27-16	29. Vendor Signature	Date
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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

FY 2016

**RECEIVED
APR 04 2016
PURCHASING**

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: _____
 Division Tracking #: SLRM 16-089
 Previous PO #: _____
 Encumbrance #: _____

Vendor : NAGARA
 Address: 90 State Street Suite #1009
 City, State, Zip: Albany, NY 12207-
 Phone: (518) 463-8644 Fax: (518) 463-8654
 Contact: Steve Grandin
 Email: _____
 Vendor ID #: 11416654660
 DUNS: _____

Early Bird Reg:
 Requested Delivery Date: 7-14-16

SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
NAGARA 2016 Lansing, MI Erica Wilson, Emma Martin, Megan Carey	963-37	3.0	Each	\$375.00	\$1,125.00	66221	7699	7203
Craig Kelso	963-37	1.0	Each	\$300.00	\$300.00	66111	7699	7203
<i>Annual Conference Registration Fee</i>					Subtotal:	\$1,425.00		
					Shipping & Handling:	\$0.00	<i>if applicable</i>	
					Grand Total	\$1,425.00		

Special Instructions: National Assoc. of Government Archives and Records Administration Conference
 NAGARA Conf URL:
http://nagara.org/images/downloads/2016_nagara_annual_conference_registration_package_final_fillable.pdf
 Registration URL sent to purchasing 4-1-16 via email: <https://nagara.starchapter.com/meet-reg1.php?id=10>
 Early Bird Register by July 4 = \$25 less for each person

Division Proprietary 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**

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: _____
 Division Tracking #: SLRM 16-089
 Previous PO #: _____
 Encumbrance #: _____

Requested Delivery Date: _____

Vendor : NAGARA
 Address: 90 State Street Suite #1009
 City, State, Zip: Albany, NY 12207-
 Phone: (518) 463-8644 Fax: (518) 463-8654
 Contact: Steve Grandin
 Email: _____
 Vendor ID #: 11416654660
 DUNS: _____

SAM Expiration Date: _____

B.A. Deutsch
 1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

B.A. Deutsch 4/1/2016
 2. Purchasing Liaison Signature Date

S/W 4/1/2016
 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 of IRT (if required) Date

Donna Osborne 4/1/16
 6. Executive Signature (if required) Date

Donna Osborne 4/1/16
 7. Chief Fiscal Officer (always required)* Date

D. Kaelle 4.27-16
 Ordered by Date

7-13-16 thru 7-16-16
 Estimated Delivery Date

Received by _____ 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: 5/15/2015

Vendor Change Approvals:

Please initial and date accordingly

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