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.** 306-16-8501	**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.** **7. Document (order) amt** $3,000.00	**15. Vendor Address:** **CITIBank** Microsoft Corporation One Microsoft Way Redmond, WA 980528300	
*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:**	
	9. Service Period or Expected Delivery Date: 4/29/2016 - 4/29/2017	**Phone:** **Fax:** **Email:** www.microsoft365.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	**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**

Microsoft CRM Online licenses - 10 licenses at $25 per person/month totaling $250 per month)
DIR WAIVER # WA-04-16-7905

Taxes Should not be included as tax exempt written confirmation was received on 02/08/2016.

Internal distribution: 3 Cataput staff, 2 IRT staff, 3 ADMIN staff and 2 LDN staff (Deborah & Danielle)

Purchased Online - Through our Microsoft Account.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7380	7051	$3,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Microsoft CRM Online licenses - 10 licenses	208-80	12	month(s)	$250.00	$3,000.00

INTERNAL PO ONLY **Grand Total** $3,000.00

26. Legal Cites:

27. Division Tracking Number: LDN 16-168

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	4-29-16		