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.** 306-16-8515	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC E	**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** $597.00	**15. Vendor Address:** Solutions Training Group 8900 Bell Mountain Dr. Austin, TX 78730	
*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:** **Phone:** (512) 284-7772 **Fax:** **Email:** nicole@solutionstraininggroup.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	**9. Service Period or Expected Delivery Date:** 5/5/2016 - 5/5/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description

Registration:
Effective Communication Through Email
Date: 05/05/2016
Time: 12:30pm - 4:30pm
Location: Holiday Inn Austin Midtown, 6000 Middle Fiskville, Austin, TX 78752
Please email confimation for these people
Attendees:
Jo Ann Ramirez - email: jramirez@tsl.texas.gov
Rick Petrich - email: rpetrich@tsl.texas.gov
Zachary Bruton - email: zbruton@tsl.texas.gov

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	09251	16	7203	7301	$199.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Effective Communication Through Email - Jo Ann Ramirez	925-25	1	Each	$199.00	$199.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66167	16	7203	7699	$398.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Effective Communication Through Email - Rich Petrich	925-25	1	Each	$199.00	$199.00
3.	Effective Communication Through Email - Zachary Bruton	925-25	1	Each	$199.00	$199.00

INVOICE TO FOLLOW **Grand Total** $597.00

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

27. Division Tracking Number: ADM 16-131

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
[signature]	4-22-16		