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.** 306-16-8521	**12. HUB:** N/A	**13. Order Type:** Service
	5. PCC	**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.** DT-9 **7. Document (order) amt** $250.00	**15. Vendor Address:** Texas Comptroller of Public Accounts, ATTN: Budget and Internal Accounting PO Box 13186 Austin, TX 787113186	
*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:** CTP **Phone:** (512) 463-5355 **Fax:** **Email:** CTP@cpa.state.tx.us	
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:** 7/18/2016 - 7/19/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description

CPA Texas Government Cost vs. Market, Contract Negotiations & Contract Administration (CNC)
2 one day classes back to back
Date: July 18 - July 19, 2016
Time: 8:00 am to 4:00 pm
Location: UT Thompson Conference Center, RM 3.110

Accounting Info: ITV RTI #302700
REFUND POLICY:
You will receive a full refund of your registration fee if receives on-line cancellation request at least five (5) business days prior to class start date. CPA reserves the right to assess a $25.00 registration processing fee for repeated canceling and substitution of classes. We cannot offer partial refunds or split registrations. We are not responsible for any expenses incurred due to a class cancellation.
SUBSTITUTION POLICY:
Student Substitutions - Student name substitutions accepted any time prior to the first day of class. Only student name substitutions are allowed.

Class Substitutions - You may choose to substitute your registration for the same class to be held at another date within at least five (5) business days prior to class start date. Only class substitutions are allowed.

Any other substitutions require that you cancel the registration and re-register on-line. Submit your substitution through the on-line registration system.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09211	16	7239	7399	$250.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Contract Negotiations & Contract Administration (CNC) - Donna Warren Billing Invoice # 09934916	924-25	1	Each	$250.00	$250.00

INTERNAL PO ONLY **Grand Total** $250.00

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

27. Division Tracking Number: ADM 16-132

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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 Kaslu	4-29-16		