

**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. 306-16-8523	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: ██████████	
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	15. Vendor Address: UT Austin, Governors Center for Management Development LBJ School of Public Affairs 3001 Lake Austin Blvd, Ste 3.306 Austin, TX 787034206	
	7. Document (order) amt \$595.00	16. Vendor Contact Info: Stephen Phone: (512) 475-8100 Fax: Email: gcmd@austin.utexas.edu	
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: Pam Rodriguez Phone: (512) 463-3037 Email: prodiguez@tsl.texas.gov Fax: (512) 475-3393	
	9. Service Period or Expected Delivery Date: 7/5/2016 - 7/6/2016	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 the following staff to attend the following training courses. Registration was submitted online and the PO number has been included with the registration.

Notes from Vendor: Vendor will mail an invoice to the registrant at the address when registering. Vendor does not need to receive payment prior to the event. They ask that payment not be brought to the event. **ACCOUNTING NOTE:** Please send warrant for payment so that payment can be properly tracked. Thank you!

Cancellation Policy

Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that, cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17112	16	7203	7104	\$595.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Russlene Waukechon to attend the "Strategies for High Impact Presentations" Date: July 5-6, 2016 from 8:30am - 4:30pm	924-25	1	Each	\$595.00	\$595.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

INVOICE TO FOLLOW

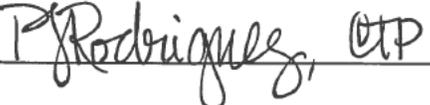
Grand Total \$595.00

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

27. Division Tracking Number: LDN-16-169

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 4/29/2016	29. Vendor Signature	Date
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