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.** 306-16-8527	**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** $175.00	**15. Vendor Address:** **CITIBank** COSLA Chief Officers of State Library Agencies PO Box 67 Lexington, KY 405010067	
*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:** Laura Singler-Adams **Phone:** (859) 514-9151 **Fax:** (859) 514-9166 **Email:**	
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:** 8/29/2016 - 8/31/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov		**Phone:** (512) 463-7989 **Fax:** 5124753393
	11. TSLAC Project Contact: **Email:**		**Phone:**

17. Description

PROCUREMENT CARD PURCHASE

Registration for 2016 Continuing Education Forum
Date: August 29 through August 31, 2016
Location: Sante Fe, NM
Attendee: Katherine Adelberg

Early Bird registration deadline: 07/15/2016

Registration will be submitted and paid for online.

Cancellation Policy: If you are unable to attend and have already registered, you may designate another person to take your place. Be sure to include complete contact information for the new attendee as well as the name of the original registrant. Registration cancellations must be made in writing to Susan Frank (sfrank@amrms.com) before August 19 to qualify for a refund. A $35.00 processing fee will be applied to cancellations before July 16, and a $50 fee will be deducted for cancellations received in writing between July 16 and August 19. ***Fees cannot be refunded for registration cancellations made after August 19.*** *Substitutions may be made at any time.*

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	24312	16	7203	7220	$175.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2016 Continuing Education Forum - Katherine Adelburg DUNS: 036446821	924-25	1	Each	$175.00	$175.00

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

INTERNAL PO ONLY **Grand Total** $175.00

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

27. Division Tracking Number: LDN 16-182

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	5-2-16		