

**STATE OF TEXAS  
PURCHASE ORDER**

5/4/2016 Amended to include approved labor for set up and take down.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government		<b>4. Purchase Order No.</b> 306-16-8528	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **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		<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>3. Destination of goods or service</b> <i>FOB Destination</i> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Capital of Texas Insurance Group Inc DBA Radisson Hotel & Suites 111 E. Cesar Chavez St Austin, TX 78701	
*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."		<b>7. Document (order) amt</b> \$2,234.70	<b>16. Vendor Contact Info:</b> Debbie Heckler Phone: (512) 473-1549 Fax: (512) 478-3227 Email: dheckler@radissonaustin.com	
		<b>8. REF DOC</b>		
		<b>9. Service Period or Expected Delivery Date:</b> 5/9/2016 - 5/11/2016		
		<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov	<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393	
		<b>11. TSLAC Project Contact:</b> Deborah Littrell Email: dlittrell@tsl.texas.gov	<b>Phone:</b> (512) 463-5456	

**17. Description**

AV Equipment and service for the Western Council Library Development Directors Meeting at the Radisson Hotel Downtown  
Date: May 9-11, 2016

**NOTE: Please reference PO numbers 306-16-8073 and 306-16-8528 on the invoice**

Please see attached quote that was provided by PSAV; Quote # 3860-1609. A copy of the PO should be sent to the PSAV rep and the Radisson rep. PSAV will be providing the service but the Radisson will be invoices for the AV services. Any changes made on the event dates should be approved by the TSLAC Contact in writing.

TSLAC Terms & Conditions and Invoicing Instructions are attached. Vendor should note that the total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17111	16	7470	7201	\$2,234.70	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Services will include: internet services, Wifi Access for attendees at medium speed Job # 3860-2687	985-12	3	Day(s)	\$100.00	\$300.00
2.	Equipment will include: 1 small video cable lot, 1 safelock stand, 1 safelock cover, 1 8' Tripd Screen, 1 DLP Desktop Projector Job # 3860-2687	985-12	3	Day(s)	\$470.00	\$1,410.00
3.	Event Technology Support Job # 3860-2687	985-12	1	Lot(s)	\$393.30	\$393.30
4.	Loss Damage Waiver Job # 3860-2687	985-12	1	Lot(s)	\$56.40	\$56.40
5.	Labor for Set up and Take down Job # 3860-2687	985-12	1	Lot(s)	\$75.00	\$75.00

**INVOICE TO FOLLOW**

**Grand Total      \$2,234.70**

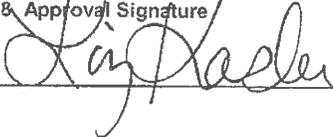
**26. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**27. Division Tracking Number:** LDN 16-183

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PURCHASE ORDER

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

28. Approval Signature 	Date 5-4-16	29. Vendor Signature 	Date 5-4-16
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