

**STATE OF TEXAS
PURCHASE ORDER**

5/19/2016 Changed to Pre-payment Required

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-16-8550	12. HUB: N/A	13. Order Type: Service
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		5. PCC E	14. Vendor Identification No: [REDACTED]	
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		6. Current Document No.	15. Vendor Address: National Association of Government Archives & Records Administrators [NAGARA] 444 N. Capitol Street NW, Suite 237 Washington, DC 20001	
*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."		7. Document (order) amt \$975.00	16. Vendor Contact Info:	
		8. REF DOC	Phone: (202) 508-3800 Fax: (202) 508-3801	
		9. Service Period or Expected Delivery Date: 7/13/2016 - 7/16/2016	Email: info@nagara.org	
		10. Agency Contact: Liz Kaska Email: lkaska@tsl.texas.gov	Phone: (512) 463-7989 Fax: 5124753393	
		11. TSLAC Project Contact: Email:	Phone:	

17. Description

2016 NAGARA Annual Conference
Date: 07/13/2016 through 07/16/2016
Location: Lansing MI
Early Bird Registration Deadline: 07/04/2016
Attendees (Registrations Forms Attached):
Institutional Membership - Laura Saegert
Non-Member - Mark Myers
Non-Member - Anna Reznik

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.

Internal:
Justification Statement: The 2016 NAGARA Conference offers professional workshops and sessions designed to help individuals develop a greater understanding of the functions and duties of their jobs, apprise them of current trends and technology in their fields, and increase their professional knowledge and capabilities allowing them to better serve the citizens of Texas. In addition, all staff members attending will be giving presentation on subject matter related to their job duties.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7203	7506	\$625.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2016 NAGARA Conference - Laura Saegert Institutional Member	963-37	1	Each	\$275.00	\$275.00
2.	2016 NAGARA Conference - Anna Reznik Non-Member	963-37	1	Each	\$350.00	\$350.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52231	16	7203	7506	\$350.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
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PRE-PAYMENT REQUIRED

Grand Total

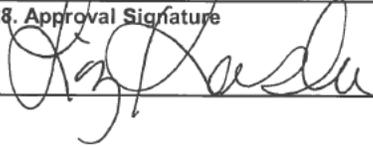
\$975.00

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

27. Division Tracking Number: ARIS 16-173

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 5-19-16	29. Vendor Signature	Date
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INVOICE TO FOLLOW

Grand Total

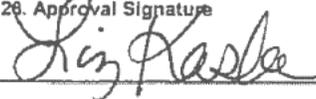
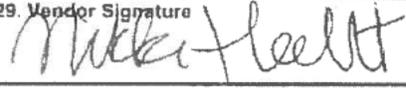
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