

**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. 306-16-8559	12. HUB: N/A	13. Order Type: Spot
	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.	15. Vendor Address: CITIBank Amazon Web Services Inc PO Box 84023 Seattle, WA 981248423	
	7. Document (order) amt \$1,285.00	16. Vendor Contact Info: Phone: Fax: Email: www.amazon.com	
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: Liz Kaska Email: lkaska@tsl.texas.gov Phone: (512) 463-7989 Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 6/3/2016	11. TSLAC Project Contact: Email: Phone:	
*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

PROCUREMENT CARD PURCHASE

4 drawer fireproof cabinet.

ACCOUNTING: Purchase online with the PROCARD

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09301	16	7334	7399	\$1,285.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	FireKing Patriot Insulated 4-Drawer Fire File, 17 3/4" W x 31 5/8" D x 52 3/4" H, color Parchment 4P1831CPA	425-40	1	Each	\$1,285.00	\$1,285.00

INTERNAL PO ONLY

Grand Total \$1,285.00

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: ADM 16-147

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 5-24-16	29. Vendor Signature	Date
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