

**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. 306-16-8560	12. HUB: N/A	13. Order Type: Service
	5. PCC	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. DT-9	15. Vendor Address: Department of Information Resources 300 W. 15th Street, Suite 1300 Austin, TX 78701	
	7. Document (order) amt \$10.00	16. Vendor Contact Info: Jay Graves Phone: Fax: (512) 936-6661 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	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: 5/17/2016	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

Phone - reset voicemail for new hire Melanie Saegert - 512-475-5307, Room # 1.10
 Phone - reset voicemail for new hire Jacqueline Jacobs - 512-475-5173, Room # 1.10

Work Orders are submitted by IRT via the DIR portal. Please see attached documents.
This PO is for payment tracking purposes only.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66167	16	7516	7699	\$10.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Jacqueline Jacobs - Voicemail Reset Phone 512-475-5173 TSR # 16050431	915-93	1	Each	\$5.00	\$5.00
2.	Melanie Saegert - Voicemail Reset Phone 512-475-8307 TSR # 16050431	915-93	1	Each	\$5.00	\$5.00

FOR TRACKING PURPOSES ONLY

Grand Total \$10.00

26. Legal Cites: Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

27. Division Tracking Number: SLRM 16-096

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 5-17-16	29. Vendor Signature	Date
---	------------------------	-----------------------------	-------------