

**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. 306-16-8565	12. HUB: N/A	13. Order Type: Spot
	5. PCC E	14. Vendor Identification No: ██████████	
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: SHI Government Solutions, Inc. 1250 Capital of Texas Hwy, Bldg 1 #350 Austin, TX 78756	
	7. Document (order) amt \$86.00	16. Vendor Contact Info: Texas Team Phone: (800) 870-6079 Fax: (512) 732-0232 Email: texas@gs.shi.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 Quote # 11599152 for: Mail Merge Toolkit (Attached)	
	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.	18. SFX 001 INDEX 17111 AY 16 COBJ 7380 AOBJ 7201 AMOUNT \$86.00 INVOICE NO.	

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001	17111	16	7380	7201	\$86.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Mail Merge Toolkit (single user license) MAPILap	208-20	4	Each	\$21.50	\$86.00

INVOICE TO FOLLOW

Grand Total \$86.00

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: LDN 16-170

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 5-20-16	29. Vendor Signature	Date
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