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.** 306-16-8566	**12. HUB:** N/A	**13. Order Type:** Service
	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.** **7. Document (order) amt** $175.00	**15. Vendor Address:** **CITIBank** University of Texas at Austin Professional Development Center PO Box 7518 Austin, TX 78713	
*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."	**8. REF DOC**	**16. Vendor Contact Info:**	
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	**9. Service Period or Expected Delivery Date:** 5/24/2016 - 5/26/2016	**Phone:** **Fax:** **Email:**	
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** 5124753393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description **PROCUREMENT CARD PURCHASE**

Registration for Director & Librarian Mark Smith for the 2016 Texas Conference on Digital Libraries
Justification:
As A Texas Digital Library Board Member and Head of TSLAC, Mark will meet leaders in the digital library world and learn trends, developments and issues affecting the agency and its work in this area.

Place: UT Commons Learning Center, Austin TX
Date: May 24, 25 & 26, 2016

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7203	7399	$175.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2016 Texas Conference on Digital Libraries (TCDL) - Mark Smith May 24th through May 26th, 2016	924-25	1	Each	$175.00	$175.00

INTERNAL PO ONLY **Grand Total** $175.00

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

27. Division Tracking Number: EXEC 16-080

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	29. Vendor Signature	Date
Liz Kaska	5-23-16		