

**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. 306-16-8569	12. HUB: N/A	13. Order Type: Service
	5. PCC E	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: Society of American Archivists 17 North State Street, Suite 1425 Chicago, IL 606023315	
	7. Document (order) amt \$846.00	16. Vendor Contact Info: Mia Capodilupo Phone: (866) 722-7858 Fax: (312) 606-0728 Email: mcapodilupo@archivists.org	
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 Phone: (512) 463-7989 Email: lkaska@tsl.texas.gov Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 6/28/2016 - 6/28/2016	11. TSLAC Project Contact: Phone: Email:	
	*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

SAA Workshop: Arrangement & Description of Audiovisual Materials # 16B2
 Date: June 28, 2016
 Location: Texas State Library & Archives Commission
 Early Bird Deadline: 05/27/2016
 Attendees:
 Halley Grogan - Complimentary Registration
 Rebecca Romanchuk - Member Registration
 Jonathan King - Member - Employee of Member Registration
 Caitlin Burhans - Employee of Member Registration
 Steven Kantner - Employee of Member Registration

TSLAC terms and conditions with invoicing instructions are attached. Please reference the PO # on your invoice. 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.

Accounting: Invoice to follow, pay upon receipt

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7203	7506	\$627.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Arrangement & Description of Audiovisual Materials - Halley Grogan Complimentary Registration	963-64	1	Each	\$0.00	\$0.00
2.	Arrangement & Description of Audiovisual Materials - Rebecca Romanchuk Member of SAA	963-64	1	Each	\$189.00	\$189.00
3.	Arrangement & Description of Audiovisual Materials - Jonathan King Employee of Member Institution	963-64	1	Each	\$219.00	\$219.00
4.	Arrangement & Description of Audiovisual Materials - Caitlin Burhans Employee of Member Institution	963-64	1	Each	\$219.00	\$219.00

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52222	16	7203	7502	\$219.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
5.	Arrangement & Description of Audiovisual Materials - Steven Kantner Employee of Member Institution	963-64	1	Each	\$219.00	\$219.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

PRE-PAYMENT REQUIRED

Grand Total \$846.00

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

27. Division Tracking Number: ARIS 16-175

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 5-26-16	29. Vendor Signature	Date
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