

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8592	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Hollinger Metal Edge, Inc. 6340 Bandini Blvd Commerce, CA 900403116	
	<b>7. Document (order) amt</b> \$3,875.94	<b>16. Vendor Contact Info:</b> Abby Shaw Phone: (800) 862-2228                    Fax: Email: abbyshaw@me.com	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>10. Agency Contact:</b> Pam Rodriguez                    Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov                    Fax: (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 6/23/2016	<b>11. TSLAC Project Contact:</b> Laura Saegert                    Phone: (512) 463-5500 Email: lsaegert@tsl.texas.gov	
	<b>*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."</b>		
	<b>17. Description</b> Archival storage supplies for the Archivists. Please refer to Quote #7006, which is 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.  <i>Requested items are not available through TXSmartBuy Vendors. Items are to be used for storage of historical documents and materials.</i>		

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7300	7506	\$3,875.94	

19. Line No.	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Blue-Grey document case; 15 1/4" x 10 1/4" x 5"; Legal Size Cat # 15510	525-05	300	Each	\$4.89	\$1,467.00
2.	High Capacity Tan Reinforced Tab File Folders; Legal Size; 100/Pkg Cat # 11151	525-05	40	Box(es)	\$28.52	\$1,140.80
3.	4 Mil Archival Polyester L-Sleeves; 10/Pkg Cat # 8514PL	525-05	30	Pkg(s)	\$16.45	\$493.50
4.	4 Mil Crystal Clear Archival Polyester Sheets, 25/Pkg Cat # 10910	525-05	4	Pkg(s)	\$21.51	\$86.04
5.	Record Storage Box, Detached Lid, 12" x 15" x 10"; Cat # 10770	525-05	30	Each	\$6.12	\$183.60
6.	Estimated Shipping & Handling	962-86	1	Lot(s)	\$505.00	\$505.00

**INVOICE TO FOLLOW**

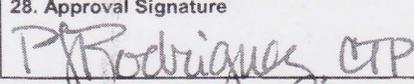
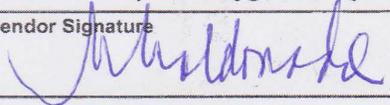
**Grand Total**                    \$3,875.94

**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:** ARIS 16-179

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.**

<b>28. Approval Signature</b> 	<b>Date</b> 6/14/2016	<b>29. Vendor Signature</b> 	<b>Date</b> 6/17/16
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