

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8594	<b>12. HUB:</b> WO/F	<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> Austin Ribbon & Computer Supplies, Inc. 9211 Waterford Centre Blvd, Suite 202 Austin, TX 78758	
	<b>7. Document (order) amt</b> \$69.25	<b>16. Vendor Contact Info:</b> Jocelyn Ciervo <b>Phone:</b> (512) 681-6235 <b>Fax:</b> (512) 452-0691 <b>Email:</b> jocelyn.ciervo@arc-gs.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> Liz Kaska <b>Phone:</b> (512) 463-7989 <b>Email:</b> lkaska@tsl.texas.gov <b>Fax:</b> 5124753393	
	<b>9. Service Period or Expected Delivery Date:</b> 6/9/2016	<b>11. TSLAC Project Contact:</b> <b>Email:</b>	
	<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>16. Vendor Contact Info:</b> Jocelyn Ciervo <b>Phone:</b> (512) 681-6235 <b>Fax:</b> (512) 452-0691 <b>Email:</b> jocelyn.ciervo@arc-gs.com	
	<b>10. Agency Contact:</b> Liz Kaska <b>Phone:</b> (512) 463-7989 <b>Email:</b> lkaska@tsl.texas.gov <b>Fax:</b> 5124753393	<b>11. TSLAC Project Contact:</b> <b>Phone:</b>	

**17. Description**

Emergency replacement of User Suzanna Holman's hard drive.  
 Replacement item: Seagate Desktop HDD ST1000dm003 - 1TB - internal harddrive  
 Quote # 11685490 (attached)

**Item needs to ship overnight**

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	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7335	7399	\$69.25	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Seagate Desktop HDD hard Drive - 1TB internal - 3.5" - SATA 6Gb/s - 7200rpm - buffer 64MB Part# ST1000dm003	204-54	1	Each	\$56.75	\$56.75
2.	Estimate Overnight Shipping	962-86	1	Each	\$12.50	\$12.50

**INVOICE TO FOLLOW**

**Grand Total \$69.25**

**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:** EXEC 16-075

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> 6-8-16	<b>29. Vendor Signature</b>	<b>Date</b>
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