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.** 306-16-8604	**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.**	**15. Vendor Address:** **CITIBank** Northeast Document Conservation Center Inc 100 Brickstone Square Andover, MA 018101494	
	7. Document (order) amt $75.00		
*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:** Kim O'Leary **Phone:** (978) 470-1010 x 226 **Fax:** **Email:** kolery@nedcc.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	**9. Service Period or Expected Delivery Date:** 9/14/2016		
	10. Agency Contact: Liz Kaska **Email:** lkaska@tsl.texas.gov	**Phone:** (512) 463-7989 **Fax:** (512) 475-3393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description

PROCUREMENT CARD PURCHASE

Regstration for the following staff to attend the:
Northeast Document Conservation Center: Identification and Care of Negatives
Location: On-Line Webinar
Date/Time: September 14, 2016; 2-4pm
Early Bird Registration ends August 24, 2016

DIR Blanket exemption applies for this training registration. Employee training form attached

Registered online using the PROCARD

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52221	16	7243	7506	$75.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Webinar Registration in the name of Halley Grogran - for online class with max of 50 attendees Early Bird discount applies	924-40	1	Each	$75.00	$75.00

INTERNAL PO ONLY **Grand Total** $75.00

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

27. Division Tracking Number: ARIS 16-186

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	9-12-16		