

**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> 306-16-8615	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<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> United States Postal Office - PostMaster, Finance Window 111 E. 17th Street Austin, TX 787119998	
	<b>7. Document (order) amt</b> \$66.00	<b>16. Vendor Contact Info:</b> <b>Phone:</b> (936) 336-6182 <b>Fax:</b> <b>Email:</b>	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Attn: Alana Inman Sam Houston Regional Library & Research Center 650 FM 1011 Liberty, TX 77575	<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> (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 7/1/2016 - 6/30/2017	<b>11. TSLAC Project Contact:</b> <b>Phone:</b> <b>Email:</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."		

**17. Description**

Post Office Box rental fee for Box 310 for the Sam Houston Regional Library & Research Center in Liberty, TX.  
 Box rental period of: July 1, 2016 though June 30, 2016.

PREPAYMENT REQUIRED BY July 31, 2016

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	52321	16	7291	7599	\$66.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Post Office Box 310 Rental Fee for July 1, 2016 through June 30, 2017	985-60	1	Year(s)	\$66.00	\$66.00

**PRE-PAYMENT REQUIRED**

**Grand Total**      \$66.00

**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 16-205

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> 7-12-16	<b>29. Vendor Signature</b>	<b>Date</b>
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