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.** 306-16-8618	**12. HUB:** WO/F	**13. Order Type:** Spot
	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.** **7. Document (order) amt** $1,540.00	**15. Vendor Address:** CSG/Computer Support Group PO Box 2387 Pflugerville, TX 78691	
*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** **9. Service Period or Expected Delivery Date:** -	**16. Vendor Contact Info:** Steven DeRosa **Phone:** **Fax:** **Email:**	
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	**10. Agency Contact:** Kelly Wenzel **Email:** kwenzel@tsl.texas.gov	**Phone:** (512) 936-2774 **Fax:** (512) 475-3393	
	11. TSLAC Project Contact: **Email:**	**Phone:**	

17. Description

Ergotron WorkFit-T Sit-Stand Workstations for the following staff listed below.
CSG quote attached - discount for quanity of four or greater

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	09117	16	7334	7399	$385.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Ergotron WorkFit-T Workstation- Black 33397085	425-17	1	Each	$385.00	$385.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	43119	16	7334	7401	$1,155.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Ergotron WorkFit-T Workstation- Black 33397085	425-17	3	Each	$385.00	$1,155.00

INVOICE TO FOLLOW **Grand Total** $1,540.00

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: ADM 16-155; ADM 16-182

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
Kelly	7.12.16		