# STATE OF TEXAS
# PURCHASE ORDER

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|---|---|---|---|
| **1. Agency Name & No.**<br>**TEXAS STATE LIBRARY & ARCHIVES COMMISSION** 306<br>Tax Exempt agency of the Texas State Government | **4. Purchase Order No.**<br>306-16-8645 | **12. HUB:**<br>N/A | **13. Order Type:**<br>Spot |
| | **5. PCC** E | **14. Vendor Identification No:** [redacted] | |
| **2. Agency Billing Address**<br>**ACCOUNTING DEPARTMENT**<br>Texas State Library & Archives Commission<br>PO Box 12516<br>Austin, TX 78711-2516<br>Email invoices to: AP@tsl.texas.gov<br>Phone: (512) 463-5473; Fax: (512) 475-0185 | **6. Current Document No.**<br><br>**7. Document (order) amt**<br>$64.11 | **15. Vendor Address:**<br>Demco, Inc.<br>DBA Upstart<br>4810 Forest Run Road<br>Madison, WI 53704 | |
| *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**<br><br>**9. Service Period or Expected Delivery Date:**<br>- | **16. Vendor Contact Info:**<br>Heidi Green<br>**Phone:** (800) 356-1200 2353 **Fax:**<br>**Email:** heidig@demco.com | |
| **3. Destination of goods or service**<br>***FOB Destination***<br>***Receiving Hours: 7:30 AM - 4:00 PM***<br>Receiving Dock, Room G-007<br>Texas State Library & Archives Commission<br>1201 Brazos Street<br>Austin, TX 78701 | **10. Agency Contact:** Kelly Wenzel<br>**Email:** kwenzel@tsl.texas.gov | **Phone:** (512) 936-2774<br>**Fax:** (512) 475-3393 | |
| | **11. TSLAC Project Contact:**<br>**Email:** | **Phone:** | |

**17. Description**

Library Supplies for Circulation
clear glossy label protectors not available on TIBH
confirmation attached

| 18. SFX | INDEX | AY | COBJ | AOBJ | AMOUNT | INVOICE NO. |
|---|---|---|---|---|---|---|
| 001 | 43211 | 16 | 7300 | 7405 | $64.11 | |

| 19. Line No | 20. Goods & Service | 21. NIGP Code | 22. Qty | 23. Units | 24. Unit Price | 25. Extended Amt |
|---|---|---|---|---|---|---|
| 1. | Demco Clear Glossy Label Protectors Roll 250 1x3"<br>WC12881830 | 525-70 | 4 | Each | $14.04 | $56.16 |
| 2. | shipping | 962-86 | 1 | Each | $7.95 | $7.95 |

**INVOICE TO FOLLOW** **Grand Total** $64.11

**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:** TBP 16-144

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 Lee Wenzel | 7.7.16 | | |