

**STATE OF TEXAS  
PURCHASE ORDER**

**8/24/2016** Credit for returned items, includes restocking fee and freight for return

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government		<b>4. Purchase Order No.</b> 306-16-8649	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
<b>2. Agency Billing Address</b> **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		<b>5. PCC</b> H	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>3. Destination of goods or service</b> <i>FOB Destination</i> <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>6. Current Document No.</b>	<b>15. Vendor Address:</b> CITIBank displays2go.com 55 Broadcommon Road Bristol, RI 028092730	
*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>7. Document (order) amt</b> \$786.14	<b>16. Vendor Contact Info:</b>	
		<b>8. REF DOC</b>	<b>Phone:</b>	<b>Fax:</b>
		<b>9. Service Period or Expected Delivery Date:</b> 7/29/2016	<b>Email:</b> www.displays2go.com	
		<b>10. Agency Contact:</b> Liz Kaska <b>Email:</b> lkaska@tsl.texas.gov	<b>Phone:</b> (512) 463-7989 <b>Fax:</b> (512) 475-3393	
		<b>11. TSLAC Project Contact:</b> <b>Email:</b>	<b>Phone:</b>	

**17. Description**

**PROCUREMENT CARD PURCHASE**

Monitor carrying/storage case, with foam interior for Monitors 46" to 73", locking, wheels, color black

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.

Justification: Needed to safely transport Communications Office's 55" LED monitors to conferences, book festivals and other outreach events.

Open Market item

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09121	16	7378	7399	\$786.14	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Monitor Storage case, 46" to 73", locking, wheels, black LCD80CASE4	207-34	2	Each	\$735.53	\$1,471.06
2.	Shipping	962-86	1	Each	\$299.63	\$299.63
3.	<b>Credit for the return of both monitor storage cases;</b> Credit Memo # 105062	<b>207-34</b>	<b>1</b>	<b>Lot(s)</b>	<b>(\$984.55)</b>	<b>(\$984.55)</b>

**INTERNAL PO ONLY**

**Grand Total \$786.14**

**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 16-083

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> 8-24-16	<b>29. Vendor Signature</b>	<b>Date</b>
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