

**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. 306-16-8659	12. HUB: N/A	13. Order Type: Service
	5. PCC E	14. Vendor Identification No: ██████████	
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: Western Council of State Libraries 14400 Midway Rd Dallas, TX 752443509	
	7. Document (order) amt \$3,000.00	16. Vendor Contact Info: Linda Elkow Phone: (972) 340-2895 Fax: (636) 529-1396 Email: westco@amigos.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	8. REF DOC	10. Agency Contact: Liz Kaska Phone: (512) 463-7989 Email: lkaska@tsl.texas.gov Fax: (512) 475-3393	
	9. Service Period or Expected Delivery Date: 7/1/2016 - 6/30/2017	11. TSLAC Project Contact: Phone:	
	*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."	11. TSLAC Project Contact: Email:	

17. Description

Annual Membership for TSLAC to the Western Council
 Period of membership: 07/01/2016 through 06/30/2017

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.

Accounting: Invoice # 100195 Attached, please pay as soon as possible

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09111	16	7201	7399	\$3,000.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Annual Membership for Agency with PDEXchange Invoice # 100195	963-48	1	Year(s)	\$3,000.00	\$3,000.00

INTERNAL PO ONLY

Grand Total \$3,000.00

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: EXEC 16-078

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 7-13-16	29. Vendor Signature	Date
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