

**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. 306-16-8664	12. HUB: N/A	13. Order Type: Service
	5. PCC C	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: TIBH Industries 1011 East 53 1/2 Street Austin, TX 78751	
	7. Document (order) amt \$2,418.00	16. Vendor Contact Info: Sergio Pellicano Phone: (512) 637-7100 Fax: Email: Sergio.Pellicano@goodwillcentraltexas.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: Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
	9. Service Period or Expected Delivery Date: - 8/31/2016	11. TSLAC Project Contact: Jo Ann Ramirez Phone: (512) 463-5473 Email: jramirez@tsl.texas.gov	
	*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

TSLAC will contract with one temporary personnel through TIBH through CPA Contract # 962-M3.
 Title: Accounting Technician I; Rate: Experienced Level; Job Class Code # 100; District 14, Pay rate: \$23.25/hr; For 104 Hours

Work under this PO is for the period of Monday, August 15, 2016 - Wednesday, August 31, 2016; Work hours: 8:00am - 5:00pm; Work Duties: Performs routine accounting support work. Work involves, but is not limited to, processing agency invoices, receiving reports, encumbrances, payment vouchers, and other documents in preparation of payment for agency goods and services. Candidate must be proficient with accurate data entry skills. Work attire: Business casual. Detailed job description is attached.

Timesheet will be approved by TSLAC Project Contact in Box #11 and Purchasing will also need access to these timesheets at email Purchasing@tsl.texas.gov. Temp is NOT TO EXCEED 250 work hours without prior approval from the TSLAC Project Contact in Box #11 and amendment to this PO. 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.

TSLAC Purchase Order Terms & Conditions and Invoicing Instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09791	16	7274	7399	\$2,418.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Shannon Coleman will be employed as temporary personnel for the Accounting Department. Start Date: 8/15/2016 - End Date: 8/31/2016	962-69	104	Hour(s)	\$23.25	\$2,418.00

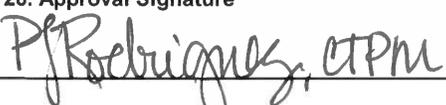
Grand Total \$2,418.00

26. Legal Cites: Preference for Products of Persons with Mental Retardation or Physical Disabilities [TIBH] as defined by the Texas Government Code 2155.441

27. Division Tracking Number: ADM 16-184

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 7/29/2016	29. Vendor Signature	Date
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