

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION 306</b> Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8687	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> 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>6. Current Document No.</b>	<b>15. Vendor Address:</b> Datebook Publishing Inc. 9322 W. Lake Highlands Drive Dallas, TX 75218	
	<b>7. Document (order) amt</b> \$9.68	<b>16. Vendor Contact Info:</b> Chantelle Phone: (800) 909-6599 Fax: (800) 909-6599 Email: chantelle@datebook.com	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <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>8. REF DOC</b>		<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393
	<b>9. Service Period or Expected Delivery Date:</b> 9/15/2016		
	<b>11. TSLAC Project Contact:</b> Email:		<b>Phone:</b>
	<b>*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>		

**17. Description**

Purchase of the 2017 Austin Datebook. Please refer to the attached Purchase Order form provided by the Vendor.

TSLAC Terms & 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.

Please contact purchasing@tsl.texas.gov if you anticipate a delivery delay of the order.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09211	16	7300	7399	\$9.68	

  

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	2017 Austin Datebook	615-19	1	Each	\$6.48	\$6.48
2.	Estimated Shipping & Handling	962-86	1	Lot(s)	\$3.20	\$3.20

**INVOICE TO FOLLOW**

**Grand Total \$9.68**

**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 16-193

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> 7/24/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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