

**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. 306-16-8704	12. HUB: N/A	13. Order Type: Spot
	5. PCC F	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: Gaylord Archival PO Box 4901 Syracuse, NY 132214901	
	7. Document (order) amt \$7,170.62	16. Vendor Contact Info: Phone: (800) 469-1592 Fax: (800) 891-5280 Email: orders@gaylord.com	
3. Destination of goods or service FOB Destination Receiving Hours: 7:30 AM - 4:00 PM Attn: Purchasing All TSLAC Locations Austin, TX & Liberty, TX	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: 9/19/2016	11. TSLAC Project Contact: Phone:	
	11. TSLAC Project Contact: Email:		

17. Description

Safety equipment for delivery to Sam Houston Center, Liberty, TX:
 Reference Order #:26062242
 Qty: 5 - 3 tier Flat Book Trucks (non-perf sides), black
 Qty : 2 -4 step ladder with extended dual handrails

Safety equipment for delivery to TSLAC Headquarters, Austin, TX:
 Reference Order #:26062264
 Qty: 10 - 3 tier Flat Book Trucks (non-perf sides), black

TIBH Exception Approval Form Attached

Orders have been submitted online. Invoices will be supplied by vendor.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52141	16	7334	7506	\$3,920.14	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Gaylord Iron Horse 3-Tier Flat & Reinforced Shelf Steel Book Truck - For TSLAC Austin TX 68CR	420-56	10	Each	\$343.80	\$3,438.00
2.	Shipping to TSLAC Austin TX	962-86	1	Each	\$482.14	\$482.14

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	52321	16	7334	7599	\$3,250.48	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Gaylord Iron Horse 3-Tier Flat & Reinforced Shelf Steel Book Truck - For SHC Liberty TX 68CR	420-56	5	Each	\$343.80	\$1,719.00
4.	Cramer Stop-Step 4 Step ladder with Extended Handrails - For SHC Liberty TX 1043	425-77	2	Each	\$566.99	\$1,133.98
5.	Shipping to SHC Liberty TX	962-86	1	Each	\$397.50	\$397.50

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INVOICE TO FOLLOW

Grand Total

\$7,170.62

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: ARIS 16-213

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 8-17-16	29. Vendor Signature	Date
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