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.** 306-16-8713	**12. HUB:** WO/F	**13. Order Type:** Service
	5. PCC E	**14. Vendor Identification No:** [redacted]	
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.** **7. Document (order) amt** $2,840.00	**15. Vendor Address:** Tech Center Design, Inc PO Box 91705 Austin, TX 78709	
*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."	**8. REF DOC** **9. Service Period or Expected Delivery Date:** 8/31/2016	**16. Vendor Contact Info:** Loretta Gray Guthrie **Phone:** (512) 426-5812 **Fax:** **Email:** loretta@techcenterdesign.com	
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	**10. Agency Contact:** Pam Rodriguez **Email:** prodriguez@tsl.texas.gov		**Phone:** (512) 463-3037 **Fax:** (512) 475-3393
	11. TSLAC Project Contact: Pam Fuentes **Email:** pfuentes@tsl.texas.gov		**Phone:** (512) 463-5508

17. Description

Services to inventory and package the excess TSLAC KI Wireworks components to prepare for transport and storage at the State Records Center, located at 4400 Shoal Creek Blvd, Loading Dock # 1. Transportation fee has already been covered with PO # 306-15-8447 and will not be added to this PO. For pricing of these services, refer to attached Quote # 16-42864. Components will be inventoried to provide property list for the TSLAC's State Property Accounting report. The inventory list must include the following details:

- Part number and/or model number
- Description of part to include: measurements, color, etc.
- Quantities of each part
- Unit cost of each part

All parts should be grouped, wrapped or boxed with all identical parts together. This will save storage space and allow for easier visual inventory of items. Complete detailed inventory list (preferably in Excel) will be provided to the TSLAC Purchasing Department and the TSLAC Project Contact located in box #11.

The estimated time frame to inventory excess components is five (5) business days with a maximum of 40 hours. Invoice received by TSLAC should be itemized details, including but not limited to: number of people working on inventory each day, the number of hours taken to inventory the components each day, and a brief description of components inventoried. Vendor has agreed to waive the storage fee for August 2016. Once the inventory is packaged and ready, Vendor shall contact the TSLAC Project Contact to schedule and arrange transportation of inventory to store at the State Records Center. **Work is to be completed no later than August 31, 2016.**

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 terms and conditions with invoicing instructions are attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	52111	16	7253	7055	$2,840.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Not to exceed amount of hours for the inventory of the remaining KI components for TSLAC	946-55	40	Hour(s)	$71.00	$2,840.00

INVOICE TO FOLLOW **Grand Total** $2,840.00

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: ARIS 16-221

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	29. Vendor Signature	Date
P Rodriguez, CPM	8/15/2016	Loretta Gray-Guthrie	8/16/16