

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8715	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Spot
	<b>5. PCC</b> X	<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>  Staples Contract & Commercial, Inc.  500 Staples Drive Framingham, MZ 01702	
	<b>7. Document (order) amt</b> \$1,997.50	<b>16. Vendor Contact Info:</b> Joe Scardino Phone: (877) 269-0081                    Fax: (866) 281-8597 Email: joe.scardino@staples.com	
<b>3. Destination of goods or service</b> <b>FOB Destination</b> <b>Receiving Hours: 7:30 AM - 4:00 PM</b> Attn: Michael Shea State Records Center 4400 Shoal Creek Blvd Loading Dock #1 Austin, TX 78756	<b>8. REF DOC</b>	<b>10. Agency Contact:</b> Liz Kaska <b>Phone:</b> (512) 463-7989 <b>Email:</b> lkaska@tsl.texas.gov <b>Fax:</b> (512) 475-3393	
	<b>9. Service Period or Expected Delivery Date:</b> 9/1/2016	<b>11. TSLAC Project Contact:</b> <b>Email:</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**

Picking Ticket Mailing label forms:  
 Texas SmartBuy order - Term Contract 966-A3  
 Quote dated 08/11/2016 (attached to online order)  
 No shipping charges per phone conversation with Joe Scardino.

Picking Ticket Mailing label forms Specs: 1 across, 6.5 in x 3 in, 100 lb tag (laser stock), white; 3/4 in left, 7/8 in right margins, corner notch lower right hand corner, backer in black ink; 4-up

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	43171	16	7300	7404	\$1,997.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	125,000 Picking Ticket mailing Label Forms (Discount Price)	966-16	1	Lot(s)	\$1,997.50	\$1,997.50

**INTERNAL PO ONLY**

**Grand Total                    \$1,997.50**

**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:** TBP 16-156

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> 8-18-16	<b>29. Vendor Signature</b>	<b>Date</b>
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