

**STATE OF TEXAS
PURCHASE ORDER**

11/22/2016 Amended per Amendment PR SLRM 17-001 dated on 11/22/2016. Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government		4. Purchase Order No. 306-17-8002	12. HUB: N/A	13. Order Type: Service
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		5. PCC	14. Vendor Identification No: [REDACTED]	
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		6. Current Document No. DT-9	15. Vendor Address: UT Austin, Pickle Commons Conference Center 10100 Burnet Road, Room 1.112B Austin, TX 78758	
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."		7. Document (order) amt \$18,048.49	16. Vendor Contact Info: Fran Stephens, Conference Coordinator Phone: (512) 471-4097 Fax: (512) 471-3679 Email: Fran.Stephens@austin.utexas.edu	
		8. REF DOC		
		9. Service Period or Expected Delivery Date: 11/4/2016		
		10. Agency Contact: Pam Rodriguez Email: purchasing@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
		11. TSLAC Project Contact: Nanette Pfiester Email: npfiester@tsl.texas.gov	Phone: (512) 463-5447	

17. Description

These reservation and services are for the E-Records Conference to be held on Friday, November 4, 2016.
Program Number: CX201602294092

The amounts shown for food and catering of this program may need to be adjusted as the conference approaches. Changes to these services will need to be provided in writing and approved by the TSLAC Project Contact in box #11. Gourmet package for lunch, coffee, juice and pastries in the morning, and cookies and soda for the afternoon break.

Invoicing Instructions are attached. Vendor should note that the invoice total amount cannot exceed the total Purchase Order amount without prior approval and amendment of this Purchase Order from the TSLAC Purchasing Department. Please include the PO number on the invoice.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	06566	17	7315	7699	\$14,603.49	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Catering services for an estimated 360 attendees. Includes the gourmet package at \$29.95 per person. Details of the package are attached with the cost detail.	961-15	360	Each	\$29.95	\$10,782.00
2.	Catering fee, which is estimated at 21%	961-15	1	Lot(s)	\$2,534.49	\$2,534.49
3.	Catering services for an estimated 360 attendees. These services are snacks provided during conference breaks and water for the speakers.	961-15	1	Lot(s)	\$1,287.00	\$1,287.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	06566	17	7470	7699	\$3,445.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
4.	Conference space rental on November 11, 2016 from 8:00am - 5:00pm. This includes the Common Atrium, Rooms 1.102, 1.122, 1.210	971-65	1	Lot(s)	\$1,630.00	\$1,630.00
5.	Conference services, which include tables, chairs, adhoc services, prepaid parking, WiFi, microphones, video recording and media console	981-52	1	Lot(s)	\$1,815.00	\$1,815.00

INVOICE TO FOLLOW

Grand Total \$18,048.49

26. Legal Cites: Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

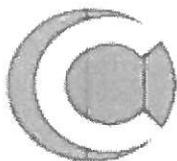
27. Division Tracking Number: SLRM 17-001

**STATE OF TEXAS
PURCHASE ORDER**

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 <i>PJ Rodriguez, CTPM</i>	Date <i>11/22/16</i>	29. Vendor Signature Vendor Email Confirmation Received	Date 11/22/2016
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Commons Learning Center
 The University of Texas at Austin
 10100 Burnet Road, Bldg 137
 Austin TX 78758
 512-471-5898

Invoice

Client

Invoice Number: CLC1407

Nanette Pfister
 Texas State Library and Archive Commission
 PO BOX 12516
 Austin, TX 78711-2516

Invoice Date: 11/10/2016
 Due Date: 12/10/2016
 Event Name: E Records Conference
 Reservation No.: 5279
 Phone: 512-463-5477
 Email Address: nanette.pfister@tsl.texas.gov
 PO #: 306-17-8002
 Event Coordinator: Fran Stephens

Bookings / Details

Quantity Price Amount

For accurate credit, please reference this invoice number when making a payment.

- To pay by credit card, please call Commons Accounting at 512-232-1482
- Makes checks payable to UT Austin and mail to Commons at the address shown above
- For payment by State Warrant, please use VID 37217217217-7

Friday, November 04, 2016

8:00 AM - 5:00 PM E Records Conference (Confirmed) PRC Atrium 1.100

Reserved: 7:45 AM - 5:30 PM

Room Charge: (\$185.00 per Full Day) 1 \$185.00 \$185.00

CLC A/V Equipment:

8:00 AM - 5:00 PM A/V

Power - Exhibit 21 \$5.00 \$105.00

CLC Conference Services:

Parking Permits - Group Rate 1 \$150.00 \$150.00

Tables, Round Dining 15 \$15.00 \$225.00

Exhibit Table 21 \$20.00 \$420.00

Table drape, floor-length (fits 60" x 30" table) 21 \$5.00 \$105.00

CLC Business Center Services:

Wifi - Conference 1 \$150.00 \$150.00

CLC Catering:

7:30 AM - 7:30 AM Set Up for 300

Gourmet Package (serves 1) 360 \$29.95 \$10,782.00

Water Service (serves 1) 357 \$1.00 \$357.00

Whole Fruit (serves 1) 75 \$2.00 \$150.00

Hard Boiled Eggs (serves 12) 2 \$20.00 \$40.00

CLC Catering:

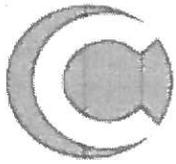
9:30 AM - 9:30 AM Set Up

Mid-morning Coffee Refresh (Pkg) (serves 1) 360

Granola Bars (serves 1) 75 \$2.00 \$150.00

Mini Quiches (serves 25) 2 \$50.00 \$100.00

RECEIVED
NOV 17 2016
ACCOUNTING



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 The University of Texas at Austin
 10100 Burnet Road, Bldg 137
 Austin TX 78758
 512-471-5898

Invoice

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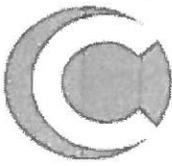
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 Texas State Library and Archive Commission
 PO BOX 12516
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 Due Date: 12/10/2016
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 Reservation No.: 5279
 Phone: 512-463-5477
 Email Address: nanette.pfister@tsl.texas.gov
 PO #: 306-17-8002
 Event Coordinator: Fran Stephens

Bookings / Details

	Quantity	Price	Amount
Yogurt (serves 1)	30	\$2.50	\$75.00
CLC Catering:			
11:30 AM - 12:30 PM Set Up			
Chef's Choice Lunch (Pkg) (serves 1)	360		
Special Diet Hot Entree (serves 1)	6		
CLC Catering:			
1:30 PM - 1:30 PM Set Up for 300			
Afternoon Break Options (serves 1)	360		
Whole Fruit (serves 1)	75	\$2.00	\$150.00
Fresh Vegetable Tray (serves 1)	30	\$6.50	\$195.00
Goldfish Crackers (serves 20)	2	\$15.00	\$30.00
8:00 AM - 5:00 PM E Records Conference (Confirmed) PRC Big Tex 1.102			
Reserved: 7:45 AM - 5:30 PM			
Room Charge: (\$815.00 per Full Day)	1	\$815.00	\$815.00
CLC A/V Equipment:			
8:00 AM - 5:00 PM A/V			
Media Console(\$230.00 per Full Day)	1	\$230.00	\$230.00
Microphone - Wireless Lavalier	2	\$50.00	\$100.00
Microphone - Wireless hand held	1	\$50.00	\$50.00
CLC Catering:			
8:00 AM - 8:00 AM Set Up for 10			
Bottled Water (serves 1)	10	\$2.00	\$20.00
CLC Catering:			
1:00 PM - 1:00 PM Set Up for 5			
Bottled Water (serves 1)	5	\$2.00	\$10.00
8:00 AM - 5:00 PM E Records Conference (Confirmed) PRC Li'I Tex 1.122			
Reserved: 7:45 AM - 5:30 PM			
Room Charge: (\$630.00 per Full Day)	1	\$630.00	\$630.00
CLC A/V Equipment:			
8:00 AM - 5:00 PM A/V			
Media Console(\$230.00 per Full Day)	1	\$230.00	\$230.00
Microphone - Wireless Lavalier	1	\$50.00	\$50.00



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Bookings / Details

	Quantity	Price	Amount
CLC Catering:			
10:30 AM - 10:30 AM Set Up for 10 Bottled Water (serves 1)	5	\$2.00	\$10.00

CLC A/V Equipment			\$765.00
CLC Business Center Services			\$150.00
CLC Catering			\$12,069.00
CLC Conference Services			\$900.00
Room Charge			\$1,630.00
Subtotal			\$15,514.00
CLC Catering Service Fee (21%)			\$2,534.49
Grand Total			\$18,048.49

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001	06566	17	7315	7699	\$10,871.85	

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1.	Catering services for an estimated 300 attendees. Includes the gourmet package at \$29.95 per person. Details of the package are attached with the cost detail.	961-15	300	Each	\$29.95	\$8,985.00
2.	Catering fee, which is estimated at 21%	961-15	1	Lot(s)	\$1,886.85	\$1,886.85

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	06566	17	7470	7699	\$4,955.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Conference space rental on November 11, 2016 from 8:00am - 5:00pm. This includes the Common Atrium, Rooms 1.102, 1.122, 1.210	971-65	1	Lot(s)	\$1,750.00	\$1,750.00
4.	Conference services, which include tables, chairs, adhoc services, prepaid parking, WiFi, microphones, video recording and media console	981-52	1	Lot(s)	\$3,205.00	\$3,205.00

INVOICE TO FOLLOW

Grand Total \$15,826.85

26. Legal Cites: Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

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28. Approval Signature	Date	29. Vendor Signature	Date
P. Rodriguez, CT	3/18/2016	Jan Stephens	3-21-16



Cost Detail for E-Records Conference 2016 on 11/04/2016

Program Information

Program Unique #: CX201602294092
Program Dates: 11/04/2016 - 11/04/2016
Estimate Date: 03/07/2016
Program Status: Pending

Charges

Rooms

Name	Description	Qty	Unit	Unit Cost	Total
Commons Atrium	8am - 5pm			185.00	185.00
1.102	8am - 5pm			815.00	815.00
1.122	8am - 5pm			630.00	630.00
1.210	8am - 5pm			120.00	120.00
Room Subtotal:					1,750.00

Services

Table, Round w/8 chairs	Commons Atrium	5	each	15.00	75.00
Table, Exhibit chairs, drape, pwr	Commons Atrium	15	1	30.00	450.00
Ad Hoc Service	Commons Atrium PREPAID PARKING	1	n/a	150.00	150.00
Ad Hoc Service	Commons Atrium Confernece WI FI	1	n/a	150.00	150.00
Mic - Lavalier	1.102	1	1	50.00	50.00
Mic, Add'l Handheld Wireless	1.102	1	Wireless Mic	50.00	50.00
Video Tape-Full Day	1.102	1	1	2,000.00	2,000.00
Media Console w/1 Wireless Mic	1.122	1	Media Console	230.00	230.00
Mic - Lavalier	1.122	1	1	50.00	50.00
Service Subtotal:					3,205.00

Catering

Name	Description	Qty	Unit	Unit Cost	Total
Gourmet Package	Seattle's Best coffee, juice, morning tray, coffee refresh. Chef's Choice Hot Buffet that includes salad, vegetable, starch, roll, iced tea, water & dessert. Choice of afternoon break.	300		29.95	8,985.00
Catering Subtotal:					8,985.00
Catering Fee					1,886.85

Totals

Subtotal	15,826.85
Tax	0.00
Grand Total:	15,826.85

Reload Info

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