

**STATE OF TEXAS  
PURCHASE ORDER**

10/17/2016 Substitute class and two students changed

<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> 306-17-8008	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> **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	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Solutions Training Group 8900 Bell Mountain Dr. Austin, TX 78730	
	<b>7. Document (order) amt</b> <b>\$597.00</b>	<b>8. REF DOC</b>	
<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>9. Service Period or Expected Delivery Date:</b> 10/4/2016		<b>16. Vendor Contact Info:</b> Nicole Perrotta <b>Phone:</b> (512) 284-7772 <b>Fax:</b> <b>Email:</b> nicole@solutionstraininggroup.com
	<b>10. Agency Contact:</b> Liz Kaska <b>Email:</b> purchasing@tsl.texas.gov		<b>Phone:</b> (512) 463-7989 <b>Fax:</b> 5124753393
	<b>11. TSLAC Project Contact:</b> <b>Email:</b>		<b>Phone:</b>
	<b>17. Description</b> <b>Registration to: Effective Workplace Writing</b> <b>Date:</b> October 4, 2016 <b>Attendees:</b> Zachary Bruton  <b>Registration to: Leadership Workshop</b> <b>Date:</b> October 19, 2016 <b>Attendees:</b> Kathleen Walls, Stephen Siwinski  <b>Location:</b> Holiday Inn Austin Midtown, 6000 Middle Fiskville, Austin, TX 78752  <b>Cancellation Information:</b> No later than September 20, 2016, after that date there is a cancellation charge of \$75.00. To cancel your registration from this course, please call or email the course contact: 512-284-7772 / Nicole@solutionstraininggroup.com Please email confirmation for the staff listed below.  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	09121	17	7203	7699	\$199.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Leadership Workshop - Stephen Siwinski ssiwinski@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	43121	17	7203	7402	\$199.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Leadership Workshop - Kathleen Walls kwalls@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
003	66167	17	7203	7699	\$199.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
3.	Effective Workplace Writing - Zachary Bruton zbruton@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00

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**INVOICE TO FOLLOW**

Grand Total

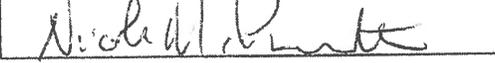
\$597.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656.049 (Vernon 1994)

27. Division Tracking Number: SLRM 17-002

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](mailto:purchasing@tsl.texas.gov) or fax: (512) 475-3393.

28. Approval Signature	Date	29. Vendor Signature	Date
	10-17-16		10-17-2016

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	<b>6. Current Document No.</b>  <b>7. Document (order) amt</b> \$597.00	<b>15. Vendor Address:</b>  Solutions Training Group  8900 Bell Mountain Dr. Austin, TX 78730	
<b>3. Destination of goods or service</b> 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	<b>8. REF DOC</b>  <b>9. Service Period or Expected Delivery Date:</b> 10/4/2016		<b>16. Vendor Contact Info:</b> Nicole Chesebro Phone: (512) 284-7772                     Fax: Email: nicole@solutionstraininggroup.com
	<b>10. Agency Contact:</b> Liz Kaska                     Phone: (512) 463-7989 Email: purchasing@tsl.texas.gov                     Fax: 5124753393		
	<b>11. TSLAC Project Contact:</b> Email:		Phone:
	<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**

Registration to: Effective Workplace Writing  
 Date: October 4, 2016

Attendees: Zachary Bruton, Rick Petrich and Daniel Shallue

Location: Holiday Inn Austin Midtown, 6000 Middle Fiskville, Austin, TX 78752

Cancellation Information: No later than September 20,2016, after that date there is a cancellation charge of \$75.00. To cancel your registration from this course, please call or email the course contact: 512-284-7772 / Nicole@solutionstraininggroup.com

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	17	7203	7699	\$199.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Effective Workplace Writing - Daniel Shallue dshallue@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	66167	17	7203	7699	\$398.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Effective Workplace Writing - Zachary Bruton zbruton@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00
3.	Effective Workplace Writing - Rick Petrich rpetrich@tsl.texas.gov	924-60	1	Each	\$199.00	\$199.00

**INVOICE TO FOLLOW**

**Grand Total                     \$597.00**

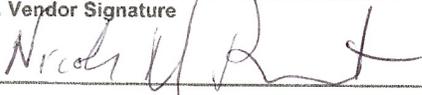
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28. Approval Signature 	Date 9-1-16	29. Vendor Signature 	Date 9-1-2016
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