

**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. 306-17-8028	12. HUB: N/A	13. Order Type: Service
	5. PCC E	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: Texas Library Association 3355 Bee Cave Road, Suite # 401 Austin, TX 787566763	
	7. Document (order) amt \$1,476.00	8. REF DOC	
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	9. Service Period or Expected Delivery Date: 4/16/2017 - 4/22/2017		16. Vendor Contact Info: Bonnie Walker Phone: (512) 328-1518 Fax: (512) 328-8852 Email: bonniew@txla.org
	10. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	11. TSLAC Project Contact: Tracy Lash Email: tlash@tsl.texas.gov		Phone: (512) 463-5460
	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."		

17. Description

Booth registration for TSLAC to participate in the Texas Library Association Annual Conference
 Date: April 19-22, 2017
 Location: San Antonio, TX

Registration application is processed online and payments must be accepted by TLA at the deadlines specified below. Fees include two 10'x10' Exhibit spaces (\$1,560/each) and one additional 10'x10' corner space (\$160/each). 10% Government Discount will be applied.

Vendor Payment Deadline Terms: Registration requires a 50% deposit of the total cost of the exhibit space fee to be submitted by **June 30, 2016** to qualify for the discounted rates. Final balance of all booth applications must be received in the TLA office by **November 30, 2016**. Failure to meet these deadlines may result in the cancellation of the application and reassignment of the exhibit space.

TSLAC Terms & Conditions and Invoicing Instructions are attached. 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.

ACCOUNTING NOTE: Please include attached invoice with the warrant. Please refer to PO # 306-16-8623 for the June 30, 2016 deposit payment. Thank you!

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09121	17	7470	7399	\$738.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Final payment for the TLA Annual Conference Booth Fee; includes a 10'x10' Exhibit Space and Additional Corner Space Booth # 2409	971-05	0.5	Lot(s)	\$1,476.00	\$738.00

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
002	43141	17	7470	7403	\$738.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
2.	Final payment for the TLA Annual Conference Booth Fee; includes a 10'x10' Exhibit Space and Additional Corner Space Booth # 2409	971-05	0.5	Lot(s)	\$1,476.00	\$738.00

PRE-PAYMENT REQUIRED

Grand Total \$1,476.00

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: EXEC-06-77

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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>P. Rodriguez, TP</i>	Date <i>6/23/2016</i>	29. Vendor Signature <i>Patricia Smith</i>	Date <i>6/29/16</i>
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