

**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. 306-17-8062	12. HUB: N/A	13. Order Type: Service
	5. PCC	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. DT-9	15. Vendor Address: Texas Comptroller of Public Accounts 111 E. 17th Street Austin, TX 787740001	
	7. Document (order) amt \$800.00		
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	8. REF DOC	16. Vendor Contact Info: TPASS Phone: (512) 463-5355 Fax: Email: ctp@cpa.texas.gov	
	9. Service Period or Expected Delivery Date: 9/20/2016 - 10/21/2016	10. Agency Contact: Pam Rodriguez Phone: (512) 463-3037 Email: prodriguez@tsl.texas.gov Fax: (512) 475-3393	
	11. TSLAC Project Contact: Email:	Phone:	

17. Description

The following staff will attend CPA Certification classes, which are detailed below:

Registration has been processed online. Payment will follow after staff has provided confirmation that the class(es) have been attended.

ACCOUNTING INFO: ITV RTI # 302700

Vendor Cancellation policy:

REFUND POLICY:

You will receive a full refund of your registration fee if receives on-line cancellation request at least five (5) business days prior to class start date. CPA reserves the right to assess a \$25.00 registration processing fee for repeated canceling and substitution of classes. We cannot offer partial refunds or split registrations. We are not responsible for any expenses incurred due to a class cancellation.

SUBSTITUTION POLICY:

Student Substitutions - Student name substitutions accepted any time prior to the first day of class. Only student name substitutions are allowed. Class Substitutions - You may choose to substitute your registration for the same class to be held at another date within at least five (5) business days prior to class start date. Only class substitutions are allowed. Any other substitutions require that you cancel the registration and re-register on-line. Submit your substitution through the on-line registration system.

ADA ACCOMMODATIONS

Every reasonable accommodation will be made for persons with special needs in compliance with the Americans With Disabilities Act. Adequate advance notice is required. Any additional costs will be at the expense of the Student's agency. See our website for additional information.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09401	17	7203	7399	\$800.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Registration for the CPA Texas Contract Management Certification Training for Pam Rodriguez Dates: October 18-21, 2016 Billing Invoice #: 09935339	924-25	1	Each	\$400.00	\$400.00
2.	Registration for the CPA Texas Procurement Certification Training for Kelly Wenzel Dates: September 20-23, 2016 Billing Invoice #: 09935338	924-25	1	Each	\$400.00	\$400.00

INTERNAL PO ONLY

Grand Total \$800.00

26. Legal Cites: State Employees Training Act, Texas Government Code, Annotated, Sec. 656.041 - 656-049 (Vernon 1994)

27. Division Tracking Number: ADM 17-024, ADM 17-025

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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	Date	29. Vendor Signature	Date
P. Rodriguez, CTPM	8/1/2016		