

**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> 306-17-8111	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> D	<b>14. Vendor Identification No:</b> <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
<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>  Virtual Training Company, Inc.  5395 Main Street Stephens City, VA 22655	
	<b>7. Document (order) amt</b> \$250.00	<b>16. Vendor Contact Info:</b> Debbie Harman <b>Phone:</b> (540) 869-8686 <b>Fax:</b> (888) 316-5374 <b>Email:</b> debbie@vtc.com	
<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>8. REF DOC</b>	<b>10. Agency Contact:</b> Kelly Wenzel <b>Phone:</b> (512) 936-2774 <b>Email:</b> kwenzel@tsl.texas.gov <b>Fax:</b> 5124753393	
	<b>9. Service Period or Expected Delivery Date:</b> 9/9/2016 - 9/8/2017	<b>11. TSLAC Project Contact:</b> Michael Shea <b>Phone:</b> (512) 475-5151 <b>Email:</b> mshea@tsl.texas.gov	
	<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**

VTC Online University Subscription  
 Subscription provides unlimited access to the VTC Online University from the period of September 9, 2016 to September 8, 2017.

ACCOUNTING NOTE: Please note payment address on invoice. See attached.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	66117	17	7203	7699	\$250.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Unlimited access to online video training for single user	920-91	1	Year(s)	\$250.00	\$250.00

**INTERNAL PO ONLY**

**Grand Total                    \$250.00**

**26. Legal Cites:** DIR Blanket Exemption applies for this purchase

**27. Division Tracking Number:** SLRM 17-026

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> 8/5/16	<b>29. Vendor Signature</b>	<b>Date</b>
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