

**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. 306-17-8186	12. HUB: N/A	13. Order Type: Service
	5. PCC	14. Vendor Identification No: XXXXXXXXXX	
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: United States Postal Office - PostMaster, Finance Window 1515 Sam Houston Street Liberty, TX 77575	
	7. Document (order) amt \$1,280.00	16. Vendor Contact Info: Phone: (512) 477-2035 Fax: Email:	
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	10. Agency Contact: Liz Kaska Phone: (512) 463-7989 Email: purchasing@tsl.texas.gov Fax: 5124753393	
	9. Service Period or Expected Delivery Date: 10/1/2016 - 9/30/2017	11. TSLAC Project Contact: Jasper Winters Phone: (512) 463-8162 Email: jwinters@tsl.texas.gov	
	*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

Caller Service Fees for PO Box 12927 for period of: 10/1/2016 through 09/30/2017

Tracking Number: 9114 9011 8986 6816 8441 98

Contact Jasper Winters when warrant has been issued. Support Services will hand deliver payment to Post Office.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	09351	17	7291	7399	\$1,280.00	
19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	PO Box 12927 fee for period of 10/01/2016 through 09/30/2017	963-57	1	Year(s)	\$1,280.00	\$1,280.00

PRE-PAYMENT REQUIRED

Grand Total \$1,280.00

26. Legal Cites: Texas Government Code, Chapter 2113, Subchapter A, 2113.103 - Postage and Postal Service

27. Division Tracking Number: ADM 17-043

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 9-15-16	29. Vendor Signature	Date
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