



**From:** [Hershel Chenevert Sr.](#)  
**To:** [Pamela Rodriguez](#)  
**Subject:** Re: Cougar Paper  
**Date:** Thursday, September 22, 2016 9:07:06 AM

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Good morning Pam,

Just so that you would know, I have received your P.O. and your order will be placed today. Please allow a few days for delivery.

Thank you for your business

Best regards

On Wed, Sep 21, 2016 at 12:58 PM, Worthington <[hchenevert@worthingtonpaper.com](mailto:hchenevert@worthingtonpaper.com)> wrote:

Ok great

On Sep 21, 2016, at 11:49 AM, Pamela Rodriguez <[prodriguez@tsl.texas.gov](mailto:prodriguez@tsl.texas.gov)> wrote:

Yes, sir! You are correct. I apologize that I left that detail out. I will send you the PO shortly. Thank you!

*Pam Rodriguez*

*Senior Purchaser, CTPM*

*Administrative Services Division*

Phone: [512-463-3037](tel:512-463-3037) | Fax: [512-475-3393](tel:512-475-3393)

<[image001.png](#)>

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**Please note:** Vendors may be required to provide their DUNS # and have current registration with SAM.

Beginning September 1, 2015, federal guidelines will require vendors to have a DUNS number and current registration in SAM. Both services are free of charge.

For more information about this new process, please visit our [FAQs webpage](#).

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**From:** Hershel Chenevert Sr. [<mailto:hchenevert@worthingtonpaper.com>]  
**Sent:** Wednesday, September 21, 2016 9:59 AM  
**To:** Pamela Rodriguez  
**Subject:** Cougar Paper

Good morning Pam,

I hope all is well this morning. Below, please see pricing on the paper that you requested. As seen below, that is the total delivered price. There are 450 sheets per carton. Your price per carton is \$53.17.

You didn't mention dimensions so I am assuming that you are wanting 18 X 12. If those specs are correct then the price listed below is correct.

Please let me know if there are any questions or concerns. Thank you for the opportunity.

Best regards,

Hershel Chenevert

Qty	Unit	Description	Item #	Price
12	Cartons	Cougar Super Smooth Cover Paper, 100#, Grain Short; Color: White;	3397	\$638.04
1	LOT	Shipping & Handling to the delivery address provided below		\$0.00

**HERSHEL CHENEVERT SR. | VICE PRESIDENT**

1204 W. UNIVERSITY DR. SUITE 310, DENTON, TX 76201

TEL [972.395.3778](tel:972.395.3778)

FAX [972.395.3788](tel:972.395.3788)

EML [HCHENEVERT@WORTHINGTONPAPER.COM](mailto:HCHENEVERT@WORTHINGTONPAPER.COM)

WEB [WWW.WORTHINGTONPAPER.COM](http://WWW.WORTHINGTONPAPER.COM)



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**HERSHEL CHENEVERT SR., VICE PRESIDENT**  
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**From:** [Hershel Chenevert Sr.](#)  
**To:** [Pamela Rodriguez](#)  
**Subject:** Cougar Paper  
**Date:** Wednesday, September 21, 2016 9:58:51 AM

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Good morning Pam,

I hope all is well this morning. Below, please see pricing on the paper that you requested. As seen below, that is the total delivered price. There are 450 sheets per carton. Your price per carton is \$53.17.

You didn't mention dimensions so I am assuming that you are wanting 18 X 12. If those specs are correct then the price listed below is correct.

Please let me know if there are any questions or concerns. Thank you for the opportunity.

Best regards,

Hershel Chenevert

<b>Qty</b>	<b>Unit</b>	<b>Description</b>	<b>Item #</b>	<b>Price</b>
12	Cartons	Cougar Super Smooth Cover Paper, 100#, Grain Short; Color: White;	3397	\$638.04
1	LOT	Shipping & Handling to the delivery address provided below		\$0.00

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Texas State Library & Archives Commission  
Purchase Requisition & Blanket/Non-PR Form

RECEIVED

SEP 20 2016

PURCHASING

Fiscal Year 2017

Purchase Requisition (PR)       Blanket/Non-PR\*       AMENDMENT\*

\*CFO Signature not required for blanket orders or amendments

Vendor Name: Worthington Paper Co

PO #: 17-8997

Address: 1204 W University Ste 310

Division Tracking #: EXEC-17-017

City, State, Zip: Denton TX 76201-6672

Previous PO #: \_\_\_\_\_

Phone: 972-395-3778 Fax: \_\_\_\_\_

Requested Delivery Date: Oct. 1, 2016 (not a rush)

Contact Name: Hershel Chenevert Sr

**If PR is a RUSH, must include requested delivery date**

Email: hjchenevert@worthingtonpaper.com

Vendor ID#: 17525695734

DUNS: complete if using federal funds

SAM Expiration Date: complete if using federal funds

Federal Funds Note: complete if using federal funds

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
+ Cougar Super Smooth Cover, 100#, - Uncoated, 18"x12", Grain short. Color White Paper. Item#3397	645-33	12	carton	\$53.17	\$638.04	09121	7399	7300
+ paper to be used by PIO for agency- - wide projects for outreach, educational activities								
Grand Total					\$638.04	Don't forget to include S&H!		

Special Instructions: CFTB will use one half of these for outreach activities FY16; the remaining 6 are for outreach projects for LDN, TBP, SLRM, and ARIS.  
For training or IT requests: Please attach appropriate form(s) and obtain HR approval as well.

Division Proprietary Statement (to be filled out if service or commodity will not be competitively bid)

\_\_\_\_\_

Tracy Kuhn Lash  
1. Requestor or Contract Manager Signature (always required)

Mark Smith 9/19/16  
6. Executive Signature (if required) Date

Tracy Kuhn Lash 3-5460

Donna (Boone) 9/20/16  
7. Chief Fiscal Officer (always required)\* Date

Type name & phone number of Requestor or Contract Manager  
Tracy Kuhn Lash 9-19-16

2. Purchasing Liaison Signature (always required) Date  
Mark Smith 9/19/16

8. Human Resources (for training only) Date  
PJ Rodriguez, CPM

3. Division Director Signature (always required) Date

Ordered by \_\_\_\_\_ Date

4. If IT related, send PR to Accessibility Team.  
For Accessibility Team:  
ADA Compliant: (Circle One) YES NO

10/1/16  
Estimated Delivery Date

5. Director or IRT (for IT & CCTS requests) Date

Received by (Signature) \_\_\_\_\_ Date