

**INVOICING INSTRUCTIONS**  
**NON-COMPLIANCE WITH INSTRUCTIONS MAY DELAY PAYMENT**

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Please use the following procedure when submitting your invoice:

1. Invoices must be in U.S. dollars
2. Invoice must be issued to the Texas State Library and Archives Commission (TSLAC), Attn: ACCOUNTS PAYABLE.
3. Invoices **must** be submitted to the “Bill to” address shown on the Purchase Order or Payment Section of the Contract. If you prefer to submit your invoice electronically, **submit your invoice to the following email address: [AP@tsl.texas.gov](mailto:AP@tsl.texas.gov)**
4. Your invoice must provide Vendor name, remit to address, and Vendor invoice number.
5. The TSLAC Purchase Order or Contract Tracking Number must be included on the invoice and packing slips. **Invoices submitted without the Purchase Order or Contract Tracking Number will not be in compliance and will result in delay of payment.**
6. Vendor’s Texas Identification Number or Federal Tax ID Number must be included on the invoice. This information can be found on the Purchase Order in the “Vendor ID” field or you may contact the TSLAC Purchasing Department.
7. Vendor must provide an itemized invoice that includes the detailed description of each item or service provided. Items, services, or project deliverables must correspond with the description listed on the Purchase Order or Contract.
8. Quantity delivered, unit, and total price of each item or service must be shown, and all prices extended on the invoice.
9. All extensions on the invoice must be totaled and the grand total shown.
10. Discount, if applicable, must be stated, and deducted to arrive at a Net total for the invoice.
11. Final delivery date of merchandise or period of service must be shown on the invoice.

**DIRECT DEPOSIT**

The Texas State Library and Archives Commission encourage vendors to receive payment by direct deposit. To receive future payments by direct deposit, vendors should download and fill out the New Setup Direct Deposit/Advance Payment Notification, Form 74-207 available at [www.txdirectdeposit.org](http://www.txdirectdeposit.org). Completed forms should be sent to the Agency “Bill to” address listed in on the Purchase Order or the Payment Section of the Contract.

**SALES AND USE TAX**

The TSLAC, as an agency of the State of Texas, qualifies for exemption from State and Local Sales and Use Taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act. The Vendor may be able to claim exemption from payment of applicable State taxes by complying with such procedures as may be prescribed by the State Comptroller of Public Accounts. Excise Tax Exemption Certificates are available upon request.

**FRANCHISE TAX CERTIFICATION**

Article 2.45, Texas Business Corporation Act, prohibits the awarding of a contract to a corporation that is delinquent in a franchise tax owed to the state under Chapter 171, Tax Code. By delivering merchandise or services on this order, a corporate contractor certifies that is not delinquent in a tax owed to the state under Chapter 171, Tax Code. Delivering merchandise or services on this order while such a tax is delinquent constitutes material breach of the purchase contract. A warrant payable to a corporate contractor will not be processed by the Comptroller of Public Accounts until all corporate indebtedness to the state is retired.

**PAYMENT**

Payment shall be made in accordance with Texas Prompt Payment Act, in Texas Government Code § 2251. TSLAC shall not pay any amounts for any purpose to Vendor or any entity, except as expressly provided in the Contract. TSLAC reserves the right to make payments only upon receipt of a correct invoice, including all of the required supporting documentation. TSLAC also reserves the right to refuse payments for invoices that exceed the rates specified in the Contract. The State will incur no penalty for late payment if payment is made in 30 or fewer days from receipt of goods or services and an uncontested invoice, whichever is later. Any payments later than 30 days from an uncontested invoice will start to accrue interest.

**CERTIFICATION REGARDING NON-PAYMENT OF CHILD SUPPORT**

Pursuant to Texas Family Code § 231.006 (d), re: child support, the Vendor certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

**DELINQUENT TAX/DEBT NOTIFICATION**

Payments owed under this contract may be used towards any debt or delinquent taxes owed to the State of Texas by the vendor until debt or taxes are paid in full.

**DISPUTE RESOLUTION**

Texas Government Code § 2260 requires a contractor, as a condition precedent to seeking permission to sue the State of Texas under a contract, to first negotiate, then mediate, then take the claim to a contested case hearing before the State Office of Administrative Hearings.

Vendors may request Advance Payment Notification by fax or email. This feature includes notification one business day before the deposit posts to the vendor’s bank account. It also provides the amount of the deposit and which agency it came from. Vendors may also receive remittance information with the notification. <https://mycpa.cpa.state.tx.us/securitymp1portal/displayLoginUser.do>