

**STATE OF TEXAS
PURCHASE ORDER**

2/19/2016 Amended PO per emails dated on 2/10/16 and 2/16/2016. Please see attached.

1. Agency Name & No. TEXAS STATE LIBRARY & ARCHIVES COMMISSION 306 Tax Exempt agency of the Texas State Government	4. Purchase Order No. 306-16-8024	12. HUB: N/A	13. Order Type: Spot
	5. PCC C	14. Vendor Identification No: Multi Book Vendors	
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 Num	15. Vendor Address: Baker & Taylor, Brodart, Ingram Multiple Addresses	
	7. Total Encumbrance \$38,210.00	16. Vendor Contact Info: Multiple Contacts Phone: Fax: Email:	
3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	8. REF DOC	INTERNAL PO ONLY	
	9. Service Period or Expected Delivery Date: 9/1/2015 - 8/31/2016	11. Agency Contact: Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
*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."	10. NIGP Code 715-10		

17. Description

Blanket order for books for the period of September 1, 2015 - August 31, 2016 under CPA Term contract # 715-M2.

Baker & Taylor Account #: L526707-000
 Brodart Account #: 8250511
 Ingram Account #: 20N7527

This purchase order is to be used on an as needed basis and may be used in part, in whole, or not at all as deemed necessary by the Texas State Library and Archives Commission. Purchase Order Terms & Conditions, LSTA Terms & Conditions, and Invoicing Instructions are attached. Vendor should note that the annual total of the invoice amounts cannot exceed the total purchase order amount without prior approval from the Purchasing Department.

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Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT
001	09301	16	7382	7399	\$100.00
002	09401	16	7382	7399	\$100.00
003	09251	16	7382	7301	\$100.00
004	09211	16	7382	7399	\$100.00
005	66111	16	7382	7699	\$50.00
006	66117	16	7382	7699	\$80.00
007	66221	16	7382	7699	\$5.00
008	52926	16	7389	7502	\$825.00
009	09111	16	7382	7399	\$50.00
010	24922	16	7389	7204	\$8,000.00
011	43119	16	7382	7054	\$1,000.00
012	43119	16	7389	7054	\$1,000.00
013	43929	16	7389	7408	\$2,000.00
014	43922	16	7389	7408	\$14,600.00
015	08111	16	7382	7399	\$200.00
016	52922	16	7389	7502	\$10,000.00

**STATE OF TEXAS
PURCHASE ORDER**

Total: \$38,210.00

19. Legal Cites:

20. Division Tracking Number: ADM 16-004, ADM 16-003, ARIS 16-017, EXEC-16-012, IRT 16-012, LDN 16-010, SLRM 16-015, SLRM 16-033, SLRM 16-014, TBP ACQ 16-10

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 #11.

Confirmation of receipt is required, please sign box #23 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

22. Approval Signature	Date	23. Vendor Signature	Date
<i>P. Rodriguez, CTP</i>	<i>2/19/2016</i>		

From: [Israel Zamora](#)
To: [Pamela Rodriguez](#)
Subject: FW: PO # 16-8024
Date: Wednesday, February 10, 2016 4:55:13 PM

Please amend this P.O.
Thank you very much!

Israel Zamora

From: Ava M. Smith
Sent: Wednesday, February 10, 2016 4:53 PM
To: Israel Zamora
Cc: Diana Rivera
Subject: RE: PO # 16-8024

Approving the \$300 and adding \$1,000 against future orders.

Ava
Ava M. Smith
Division Director, Talking Book Program
Texas State Library and Archives Commission
1201 Brazos St.
P.O. Box 12927
Austin, TX 78711-2927
(512) 463-5428 office
(512) 936-0685 fax
ava.smith@tsl.texas.gov
www.texasalkingbooks.org

From: Israel Zamora
Sent: Wednesday, February 10, 2016 4:27 PM
To: Ava M. Smith
Subject: PO # 16-8024

Good afternoon,

Accounting has received a bill from Baker & Taylor and we need \$300 to pay for some books that are for index 43922 (sfx 014). If you are going to use this index in the future, please add money accordingly. Please approve so Purchasing can amend the PO.

Thank you,

ISRAEL ZAMORA
Accounts Payable Accountant
Texas State Library and Archives Commission
Phone: 512-463-5471

From: [Israel Zamora](#)
To: [Pamela Rodriguez](#)
Subject: RE: Amendment to 306-16-8024
Date: Tuesday, February 16, 2016 2:48:24 PM
Attachments: [image001.png](#)

Confirmed

From: Pamela Rodriguez
Sent: Tuesday, February 16, 2016 2:28 PM
To: Israel Zamora
Subject: Amendment to 306-16-8024

Hi Israel,

Would you mind confirming that this is for PO # 306-16-8024 SFX 014? Thanks!

Pam Rodriguez

Purchaser, CTP

Administrative Services Division

Phone: 512-463-3037 | Fax: 512-475-3393



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](#).

From: Israel Zamora
Sent: Tuesday, February 16, 2016 11:32 AM
To: Pamela Rodriguez
Subject: FW:

Good morning,

Please see below. Thanks.

ISRAEL ZAMORA

Accounts Payable Accountant

Texas State Library and Archives Commission

Phone: 512-463-5471

From: Ava M. Smith
Sent: Tuesday, February 16, 2016 9:42 AM

To: Israel Zamora
Subject: RE:

Approving the \$7300 to pay the current invoice(s). Adding an additional \$5,000 against future invoices.

Ava
Ava M. Smith
Division Director, Talking Book Program
Texas State Library and Archives Commission
1201 Brazos St.
P.O. Box 12927
Austin, TX 78711-2927
(512) 463-5428 office
(512) 936-0685 fax
ava.smith@tsl.texas.gov
www.texasalkingbooks.org

From: Israel Zamora
Sent: Friday, February 12, 2016 4:09 PM
To: Ava M. Smith
Subject:

Good afternoon,

Could you please amend index 43922? Payables needs \$7300 added to this encumbrance so that an invoice can be paid using these funds. If you are going to use this index in the future, please add money accordingly. Thank you very much.

ISRAEL ZAMORA
Accounts Payable Accountant
Texas State Library and Archives Commission
Phone: 512-463-5471

**STATE OF TEXAS
PURCHASE ORDER**

11/20/2015 Amended PO to include index in SFX016 per email dated on 11/19/2015. See attached.

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	7. Total Encumbrance \$24,610.00	16. Vendor Contact Info: Multiple Contacts Phone: Fax: Email:	
	8. REF DOC	INTERNAL PO ONLY	
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Blanket order for books for the period of September 1, 2015 - August 31, 2016 under CPA Term contract # 715-M2.

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 Ingram Account #: 20N7527

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Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

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016	52922	16	7389	7502	\$10,000.00

STATE OF TEXAS
PURCHASE ORDER

Total: \$24,610.00

19. Legal Cites:

20. Division Tracking Number: ADM 16-004, ADM 16-003, ARIS 16-017, EXEC-16-012, IRT 16-012, LDN 16-010, SLRM 16-015, SLRM 16-033, SLRM 16-014, TBP ACQ 16-10

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Confirmation of receipt is required, please sign box #23 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

22. Approval Signature	Date	23. Vendor Signature	Date
	11/20/2015		

From: [Robin Vilches](#)
To: [Purchasing](#)
Subject: RE: Amending PO to add new Index 16-8026 Mega Supply
Date: Friday, November 20, 2015 2:15:37 PM
Attachments: [image001.png](#)

No Pam, Sorry it is for the Mega Book Po 16-8024. Please amend to add the index 52922 and the funds in the amount of \$10,000.00. Jelain did give her approval for this. Listed below in this email.

ARIS is also needing to have the Mega Supply Order amended also. Ordering things with an index that is not on there either. That's another story...

Thanks,
Robin

From: Purchasing
Sent: Friday, November 20, 2015 2:10 PM
To: Robin Vilches
Subject: RE: Amending PO to add new Index 16-8026 Mega Supply

Hey Robin,

I just want to confirm that this is for the Mega Book Blanket, correct? Not supplies?

Pam Rodriguez

Purchaser, CTP

Administrative Services Division

Phone: 512-463-3037 | Fax: 512-475-3393



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](#).

From: Robin Vilches
Sent: Thursday, November 19, 2015 2:48 PM
To: Purchasing
Subject: FW: Amending PO to add new Index 16-8026 Mega Supply

Pam,

I know that you are busy, but would you take a look at this request when you have a minute (ha,ha). It has federal funds to be added to the PO and we are doing a draw on Monday and I would like to include this in it if possible.

Thanks for all of your help with everything!

Robin

From: Robin Vilches
Sent: Tuesday, November 10, 2015 2:55 PM
To: Purchasing
Subject: FW: Amending PO to add new Index 16-8026 Mega Supply

Please amend PO 306-16-8026 for the index and amount listed below.

Thanks!
Robin

From: Jelain Chubb
Sent: Tuesday, November 10, 2015 2:51 PM
To: Robin Vilches
Cc: Anne Layton
Subject: RE: Amending PO to add new Index

Approved. Please add index 52922 and \$10,000.

From: Robin Vilches
Sent: Tuesday, November 10, 2015 1:43 PM
To: Jelain Chubb
Subject: FW: Amending PO to add new Index

From: Diana Houston
Sent: Tuesday, November 10, 2015 1:06 PM
To: Robin Vilches
Subject: RE: Amending PO to add new Index

Jelain, I would recommend \$10,000—which I think will take us through the next several months. I suspect with the requirement of the DUNS number, more and more items will be ordered via B&T, Ingram, etc. In recent years, many of the purchases were made directly from the publisher. It's a new day! Thanks, Diana

From: Robin Vilches
Sent: Tuesday, November 10, 2015 12:51 PM
To: Jelain Chubb; Pamela Rodriguez; Diana Houston
Cc: Anne Layton
Subject: RE: Amending PO to add new Index

Please see attached PO. The only index for ARIS on the mega books is 52926. I am asking to amend the PO for index 52922 because it is not on the PO. Last year it was on both the Baker & Taylor & Ingram. This year you can see attached PO that the only index you have is the 52926. We have received another invoice for Baker & Taylor. Please see the attachment which includes the PR. I am not sure how many PR's have been made under this index so I can tell you roughly what we need for these invoices but don't know how many PR's have already been processed under this index. Please let me know how much you approve to amend the PO depending on the PR's that are out there. If

you plan to keep using the index please add funds accordingly.

Thank you,

Robin

From: Jelain Chubb
Sent: Tuesday, November 10, 2015 12:34 PM
To: Robin Vilches; Pamela Rodriguez
Cc: Anne Layton
Subject: FW: Amending PO to add new Index

Hello. This is very confusing. I want to pay my bills. I just don't want to allocate money in a place where it may not be spent.

Okay to pay the initial amount, but this need more review.

Jelain

From: Diana Houston
Sent: Tuesday, November 10, 2015 12:20 PM
To: Jelain Chubb
Cc: Anne Layton
Subject: RE: Amending PO to add new Index

Jelain, I cannot determine exactly what we are talking about here, but based on the dollar amount, I believe it to be the purchase of the following used, legal sets:

Texas Criminal Appeals Reports, v.1-172
Texas Reports, v.1-163

The initial request appeared on 16-306-8024-02, but it was my understanding from Pat that the sets would be ordered via Amazon and would need to be issued a different PR#.

Index 52922 is the correct index for the purchase. From my view of scanned POs, 52922 was the index provided. If someone can provide me with a scanned PO specifically for this purchase, I would be glad to review it.

I cannot tell if Robin is asking us to determine how much money we anticipate spending in FY16 with the combined Baker & Taylor, Ingram, Brodart PO Number of 16-306-8024. I don't know how we can project that, since we do not know where Purchasing will place the order. If you wanted to allocate \$7000 dollars at this time, I guess you could. But will it cover the entire FY? That would nothing but a guess.

Sorry I cannot be more specific. If I can look at something tangible, please let me know and I will be glad to pursue further. Even a scan of the invoice in this case would be very helpful.

Thanks, Diana

From: Jelain Chubb

Sent: Tuesday, November 10, 2015 11:46 AM
To: Diana Houston
Cc: Anne Layton
Subject: FW: Amending PO to add new Index

Diana?

From: Robin Vilches
Sent: Tuesday, November 10, 2015 11:18 AM
To: Jelain Chubb
Cc: Anne Layton
Subject: FW: Amending PO to add new Index

Good morning,

Could I please get a reply on this email so that I can pass it along to Pam to amend since it does have Federal Funds.

Thanks,
Robin

From: Robin Vilches
Sent: Friday, November 06, 2015 11:27 AM
To: Jelain Chubb
Cc: Anne Layton
Subject: Amending PO to add new Index

Good morning Jelain,

We received an invoice for items that were order for ARIS. The index on PR 16-077 for this order is 52922. This is not on the book order PO 306-16-8024. If you want to use this index the PO will have to be amended and I will need an additional \$200.00 to pay on this invoice. This is only a partial order that was received. The total amount of funds on this PR is \$4541.95. Please adjust the amount accordingly.

If you are planning to be using this index in the future, please approve any additional funds need for the remainder of Fiscal Year 16.

Thank you,
Robin

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3. Destination of goods or service FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	10. NIGP Code 715-10	<u>INTERNAL PO ONLY</u>	
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**STATE OF TEXAS
PURCHASE ORDER**

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	7. Total Encumbrance \$14,610.00	16. Vendor Contact Info: Multiple Contacts Phone: Fax: Email:	
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22. Approval Signature 	Date 7/27/2015	23. Vendor Signature	Date
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**Texas State Library & Archives Commission
Purchase Requisition & Blanket/Non-PR Form**

RECEIVED

Fiscal Year 16

JUN 04 2015

Purchase Requisition (PR) Blanket/Non-PR*

PURCHASING

Blanket PO # 306-16 8024
 *CFO Signature not required for blankets
 PO # _____
 Division Tracking # ADM 16-004
 Previous PO # 306-15-8031
 Encumbrance Number _____

Vendor Name: Baker & Taylor & Brodard
 Address: 2550 West Tyvola Road, Suite 300
 City, State, Zip: Charlotte NC 28217
 Phone: _____ Fax: _____
 Contact Name: _____
 Email: _____
 Vendor #: _____
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Blanket Order for books & reference materials 9/1/2015-8/31/206					\$ -			7382
Human Resources		1	lot	\$ 50.00	\$ 50.00	09301		7389
Purchasing		1	lot	\$ 50.00	\$ 50.00	09401		7389
Accounting		1	lot	\$ 50.00	\$ 50.00	09251		7389
Administrative Services		1	lot	\$ 50.00	\$ 50.00	09211		7389
Subtotal					\$ 200.00			
Shipping & Handling							if applicable	
Grand Total					\$ 200.00			

Special Instructions: _____

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

Donna Warren
 1. Requestor or Contract Manager Signature (always required)

Donna Warren - 512-463-5474

Donna Osborne 6/4/15
 6. Executive Signature (if required) Date

Type name & phone number of Requestor or Contract Manager
Donna Warren 6-3-2015
 7. Chief Fiscal Officer (always required)* Date

Donna Osborne 6/4/15
 2. Purchasing Liaison Signature Date
 Ordered by *P Rodriguez* 7/27/15
 Date

3. Division Director Signature (always required) Date
 Estimated Delivery Date 9/1/2015 - 8/31/2016

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

5. Director or IRT (if required) Date Received by (signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Vendor Change Approvals:
P Rodriguez 7/27/15

Please initial and date accordingly
 1 _____ 5 _____

Purchasing Signature

Date

2 *[Signature]*
3 _____
4 _____

6 _____
7 *[Signature]*

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

RECEIVED

Fiscal Year 16

JUN 04 2015

Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO # 306-16 -8024
 *CFO Signature not required for blankets
 PO # _____
 Division Tracking # ADM 16-003
 Previous PO # 306-15-8029
 Encumbrance Number _____

PURCHASING
Ingram Library Services

Vendor Name: _____
 Address: One Ingram Blvd
 City, State, Zip: La Vergne TN 37086-1986
 Phone: 615-793-5000 Fax: _____
 Contact Name: _____
 Email: _____
 Vendor #: 16217466966
 DUNS: _____
 SAM Expiration Date: _____

Requested Delivery Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Blanket Order for books & reference materials 9/1/2015-8/31/2016					\$ -			7389
Human Resources		1	lot	\$ 50.00	\$ 50.00	09301	7389	7389
Purchasing		1	lot	\$ 50.00	\$ 50.00	09401	7389	7389
Accounting		1	lot	\$ 50.00	\$ 50.00	09251	7389	7389
Administrative Services		1	lot	\$ 50.00	\$ 50.00	09211	7389	7389
Subtotal					\$ 200.00			
Shipping & Handling							if applicable	
Grand Total					\$ 200.00			

Special Instructions: _____

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

Donna Warren

1. Requestor or Contract Manager Signature (always required) 6. Executive Signature (if required) Date
 Donna Warren - 512-463-5474 *Donna Warren* 6/4/15

Type name & phone number of Requestor or Contract Manager 7. Chief Fiscal Officer (always required)* Date
Donna Warren 6-3-2015 *P. Rodriguez* 7/27/2015

2. Purchasing Liaison Signature Date Ordered by Date
D. Osborne 6/4/15 _____ _____

3. Division Director Signature (always required) Date Estimated Delivery Date
 _____ _____ 9/1/15 - 8/31/16

4. If IT related, send PR to Accessibility Team

For Accessibility Team:

ADA Compliant: (circle one) YES NO

5. Director or IRT (if required) Date Received by (signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Purchasing Signature

Date

2 _____
3 _____
4 _____

6 _____
7 _____

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

RECEIVED

FY 2016

JUN 22 2015

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PURCHASING

PO #: 306-16-8024
 Division Tracking #: ARIS 16-017
 Previous PO #: 306-15-8029
 Encumbrance # _____

Vendor : Baker & Taylor, Brodart, Ingram Library Services
 Address: Book Supply Vendors
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 0.0.0.0.0.0
 DUNS: _____
 SAM Expiration Date: _____

Requested Delivery Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
FY16 Blanket order for book purchases	715-10	1.0	Lot(s)	\$825.00	\$825.00	52926		7389

Subtotal: \$825.00
 Shipping & Handling: \$0.00
Grand Total \$825.00

Special Instructions:

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

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

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 306-16-8024
 Division Tracking #: ARIS 16-017
 Previous PO #: 306-15-8029
 Encumbrance # _____

Requested Delivery Date: _____

Vendor : Baker & Taylor, Brodart, Ingram Library Services
 Address: Book Supply Vendors
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 0.0.0.0.0
 DUNS: _____
 SAM Expiration Date: _____

[Signature]
 1. Requestor or Contract Manager Signature always required
Jelain Chubb (512) 463-5467

[Signature] 6/5/2015
 2. Purchasing Liaison Signature Date

[Signature] 6-22-15
 3. Division Director Signature (always required) Date

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

NA
 5. Director of IRT (if required) Date

NA
 6. Executive Signature (if required) Date

[Signature] 6/22/15
 7. Chief Fiscal Officer (always required)* Date

[Signature] 7/27/2015
 Ordered by Date

9/1/15 - 8/31/16
 Estimated Delivery Date

Received by _____ Date _____

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____

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

RECEIVED

Fiscal Year 2016

JUN 22 2015

Purchase Requisition (PR) Blanket/Non-PR*

PURCHASING

Blanket PO#: 306-16-8024

*CFO Signature not required for blankets.

Vendor Name: Brodart, Baker & Taylor, Ingram

PO #: _____

Address: _____

Division Tracking #: EXEC-16-012

City, State, Zip: _____

Previous PO #: _____

Phone: _____ Fax: _____

Encumbrance Number: _____

Contact Name: _____

Email: _____

Requested Delivery Date: Sep 1, 2015

Vendor ID#: _____

DUNS: complete if using federal funds

SAM Expiration Date: complete if using federal funds

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Blanket purchase requisition for purchase of books and reference materials		1	books	\$50.00	\$50.00	09111		7389 7382
Subtotal					\$50.00			
Shipping & Handling					\$0.00	if applicable		
Grand Total					\$50.00			

Special Instructions: _____

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

1. Requestor or Contract Manager Signature (always required)

Type name & phone number of Requestor or Contract Manager

2. Purchasing Liaison Signature _____ Date

3. Division Director Signature (always required) _____ Date

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

5. Director or IRT (if required) _____ Date

6. Executive Signature (if required) _____ Date

7. Chief Fiscal Officer (always required)* _____ Date

Ordered by _____ Date

9/1/15 - 8/31/16
Estimated Delivery Date

Received by (Signature) _____ Date

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

RECEIVED

JUL 10 2015

Fiscal Year 16

Purchase Requisition (PR) Blanket/Non-PR*

PURCHASING

Blanket PO # 306-16 - 8094
 *CFO Signature not required for blankets
 PO # _____
 Division Tracking # IRT 16-012
 Previous PO # _____
 Encumbrance Number _____

Vendor Name: Baker & Taylor, Ingram, Brodart
 Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Contact Name: _____
 Email: _____
 Vendor #: _____
 DUNS: _____
 SAM Expiration Date: _____

Requested Delivery Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Blanket for Book Orders 9/1/2015-8/31/2016		1	lot	\$ 200.00	\$ 200.00	08111		7382
Subtotal					\$ 200.00	if applicable		
Shipping & Handling								
Grand Total					\$ 200.00			

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

1. Requestor or Contract Manager Signature (always required)
Manuel Alvarez
 Manuel Alvarez - 512-463-5481

6. Executive Signature (if required)
Donna Osborne 7/10/15
 Date

Type name & phone number of Requestor or Contract Manager
Donna Warren 7-7-2015
 2. Purchasing Liaison Signature Date

7. Chief Fiscal Officer (always required)*
P. Rodriguez 7/27/15
 Date

3. Division Director Signature (always required) Date
Manuel Alvarez 7-9-15

Ordered by _____ Date
9/1/15 - 8/31/16
 Estimated Delivery Date

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

5. Director or IRT (if required) Date | Received by (signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/2015

Vendor Change Approvals:

Please initial and date accordingly

Purchasing Signature _____ Date _____

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

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

RECEIVED

JUN 23 2015

Fiscal Year 2016

PURCHASING

Purchase Requisition (PR) Blanket/Non-PR*

Blanket PO#: 2016-116-8024

*CFO Signature not required for blankets.

Vendor Name: Baker & Taylor, Ingram, and Brodart - (Mega Book Supply Blanket)

PO #: 16-

Address: _____

Division Tracking #: LDN 16-010

City, State, Zip: _____

Previous PO #: _____

Phone: _____ Fax: _____

Encumbrance Number: _____

Contact Name: _____

Requested Delivery Date: _____

Email: _____

Vendor ID#: _____

DUNS: see below

SAM Expiration Date: see below

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
Mega Blanket for LSC Book Orders in FY16.	715-10	1	Lot	\$8,000.00	\$8,000.00	24922		7389
Subtotal					\$8,000.00			
Shipping & Handling					\$0.00	if applicable		
Grand Total					\$8,000.00			

Grant Number: LS-00-15-0044-15 – FFY 2015 • CFDA: 45.310 – Grants to States • Institute of Museum and Library Services. DUNS: Baker & Taylor: 787724772, Ingram: 121599042, Brodart: 790659759. SAM expiration: Baker & Taylor: 12/30/2015, Ingram: 06/18/2015, Brodart: 02/04/2016.

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

1. Requestor or Contract Manager Signature (always required) Deborah Littrell 6/23/15
 6. Executive Signature (if required) Donna Dorue 6/23/15 Date

Deborah Littrell 463-5456
 Type name & phone number of Requestor or Contract Manager

2. Purchasing Liaison Signature Rose Willrich 06/03/15 Date
 7. Chief Fiscal Officer (always required)* P. Rodriguez 7/27/15 Date

3. Division Director Signature (always required) Deborah Littrell 6/22/15 Date
 Estimated Delivery Date 9/1/15 - 8/31/16

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

5. Director or IRT (if required) [Signature] Date

Received by (Signature) _____ Date

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

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev. 05/15/2015

Vendor Change Approvals:

Please initial and date accordingly

	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____

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

RECEIVED

JUN 04 2015

PURCHASING

FY 2016

Purchase Requisition (PR)

Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 76-8024
 Division Tracking #: SLRM 16-015
 Previous PO #: 306-15-8031
 Encumbrance # _____

Vendor : Baker & Taylor, Inc.
 Address: 2550 West Tyvola Road, Suite #300
 City, State, Zip: Charlotte, NC 28217-
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 15617617293020
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Book Blanket	715-10	1.0	Lot(s)	\$5.00	\$5.00	66221		7389
Subtotal:					\$5.00			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$5.00			

Special Instructions: FY16 Book Blanket

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

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

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8024
 Division Tracking #: SLRM 16-015
 Previous PO #: 306-15-8031
 Encumbrance # _____

Vendor : Baker & Taylor, Inc.
 Address: 2550 West Tyvola Road, Suite #300
 City, State, Zip: Charlotte, NC 28217-
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 15617617293020
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

BADeutsch
 1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

BADeutsch 6/2/2015
 2. Purchasing Liaison Signature Date

Gh 6/3/15
 3. Division Director Signature (always required) Date

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

6. Executive Signature (if required) Date

Donna Abner 6/4/15
 7. Chief Fiscal Officer (always required)* Date

PJ Rodriguez 7/27/15
 Ordered by Date

9/1/15 - 8/31/16
 Estimated Delivery Date

5. Director of IRT (if required) Date

Received by Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature Date	2. _____	4. _____	6. _____	

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

RECEIVED

JUN 29 2015

PURCHASING

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8024
 Division Tracking #: SLRM 16-033
 Previous PO #: _____
 Encumbrance # _____

Vendor : Brodart Books
 Address: 500 Arch Street
 City, State, Zip: Williamsport, PA 17701-
 Phone: (800) 474-9816 Fax: (570) 651-1639
 Contact: Support
 Email: Support@Brodart.com
 Vendor ID #: ./.
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date:

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Book orders	715-10	1.0	Lot(s)	\$50.00	\$50.00	66111		7389
Subtotal:					\$50.00			7382
Shipping & Handling:					\$0.00	if applicable		<i>[Signature]</i>
Grand Total					\$50.00			

Special Instructions: FY16 Blanket for book orders.

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

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

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8024
 Division Tracking #: SLRM 16-033
 Previous PO #: _____
 Encumbrance # _____

Vendor: Brodart Books
 Address: 500 Arch Street
 City, State, Zip: Williamsport, PA 17701-
 Phone: (800) 474-9816 Fax: (570) 651-1639
 Contact: Support
 Email: Support@Brodart.com
 Vendor ID #: ./.

Requested Delivery Date: _____

DUNS: _____

SAM Expiration Date: _____

BAD Deutsch

1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

BAD Deutsch 6/25/2015
 _____ Date

2. Purchasing Liaison Signature

G.A. 6/26/15
 _____ Date

3. Division Director Signature (always required) Date

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

X
 _____ Date

5. Director of IRT (if required) Date

X
 _____ Date

6. Executive Signature (if required) Date
Donna Calow 6/29/15

7. Chief Fiscal Officer (always required)* Date

P. Rodriguez 7/27/2015
 Ordered by Date

9/1/15 - 8/31/16
 Estimated Delivery Date

Received by _____ Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	2. _____	4. _____	6. _____	
Date				

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

RECEIVED

JUN 04 2015

PURCHASING

FY 2016

Purchase Requisition (PR)

Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 14-8024
 Division Tracking #: SLRM 16-014
 Previous PO #: 306-15-8029
 Encumbrance # _____

Vendor : Ingram Library Services
 Address: One Ingram Blvd
 City, State, Zip: La Vergne, TN 37086-1986
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 16217466966
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Code	Comp Code
Book Blanket	715-10	1.0	Lot(s)	\$80.00	\$80.00	66117		7389
Subtotal:					\$80.00			
Shipping & Handling:					\$0.00	if applicable		
Grand Total					\$80.00			

Special Instructions: FY16 Blanket for books - Almanacs will be purchased from this vendor.

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

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

FY 2016

Purchase Requisition (PR) Blanket/Non-PR*

*CFO Signature not required for blankets.

PO #: 16-8024
 Division Tracking #: SLRM 16-014
 Previous PO #: 306-15-8029
 Encumbrance # _____

Vendor: Ingram Library Services
 Address: One Ingram Blvd
 City, State, Zip: La Vergne, TN 37086-1986
 Phone: _____ Fax: _____
 Contact: _____
 Email: _____
 Vendor ID #: 16217466966
 DUNS: _____

Requested Delivery Date: _____

SAM Expiration Date: _____

Beverly Deutsch

1. Requestor or Contract Manager Signature always required
Beverly Deutsch (512) 463-7610

Beverly Deutsch 6/2/2015
 2. Purchasing Liaison Signature Date

[Signature] 10/3/15
 3. Division Director Signature (always required) Date

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

5. Director of IRT (if required) Date

6. Executive Signature (if required) Date

[Signature] 6/4/15
 7. Chief Fiscal Officer (always required)* Date

[Signature] 7/27/15
 Ordered by Date

9/1/15 - 8/31/16
 Estimated Delivery Date

Received by Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 5/15/2015

Vendor Change Approvals: Please initial and date accordingly

_____	1. _____	3. _____	5. _____	7. _____
Purchasing Signature	Date	2. _____	4. _____	6. _____

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

ACQUISITIONS

Fiscal Year 2016

Purchase Requisition (PR) Blanket/Non-PR*

LSTA # LS-00-15-0044-15

Blanket PO # 306-16-8024

*CFO Signature not required for blankets.

Vendor Name: Baker & Taylor, Ingram, Brodart

PO # 306-

Address: ONE INGRAM BLVD

Division Tracking # TBP ACQ 16-10

City, State, Zip: LA VERGNE TN 37086-1986

Previous PO #: 306 - 14-8120

Phone: _____

Encumbrance Number: _____

Contact Name: _____

Email: _____

Requested Delivery Date: _____

Vendor ID# : 1-62-174-6696-6

DUNS: SEE LIST

SAM Expiration Date: _____

Item Description	Commodity Code	Qty	Unit	Unit Price	Total Amount	Index	Agency Object	Comp Object
BLANKET BOOK ORDER (SEPTEMBER 1, 2015-AUG 31, 2016) FOR LARGE PRINT, STUDIO AND REFERENCE COLLECTION.	715-10	1	lot	1000.00	1000.00	43119		7382
		1	lot	1000.00	1000.00	43119		7389
		1	lot	2000.00	2000.00	43929		7389
		1	lot	1000.00	1000.00	43922		7389

**RECEIVED
JUL 01 2015
PURCHASING**

Subtotal	\$5,000.00
Shipping & Handling	
Grand Total	\$5,000.00

Special Instructions: _____

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

FFY 2015 • CFDA: 45.310 • Grants to States • Institute of Museum & Library Services

Jennifer Ronsen 7/29/15
1. Requestor or Contract Manager Signature (always required)
Jennifer Ronsen 3-5524

E. Hiderley 06-30-15
6. Executive Signature (if required) Date
D. Osborne 7/1/15
7. Chief Fiscal Officer (always required)* Date

Type name & phone number of Requestor or Contract Manager

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

[Signature] 6/19/2015
 2. Purchasing Liaison Signature Date

PJR Rodriguez 7/27/15
 Ordered by Date

Ava M. Smith 6-29-15
 3. Division Director Signature (always required) Date

9/1/2015 - 8/31/2016
 Estimated Delivery Date

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

 5. Director or IRT (if required) Date

 Received by (Signature) Date

CONFLICT OF INTEREST: Per Section 2155.003 of the Texas Government Code, by signing this PR, I certify that I have no interest in, or in any manner am personally connected with, the contract or bid to be awarded under this Purchase Requisition (PR) for the purchase of furnishing, supplies, materials, services, and/or equipment by TSLAC. I further certify that neither I nor any member of my family (spouse or dependent child), have nor will accept or receive from any person, firm or corporation to whom a contract or bid may be awarded, directly or indirectly, by rebate, gift, or otherwise, any money or other thing of value whatsoever, nor shall I/we receive any promise, obligation, or contract for future reward or compensation from any party. I acknowledge that I may be dismissed if it is discovered that I/we have violated the aforementioned statute.

If no vendor is designated by requestor on this PR, the Purchasing staff will notify all signatories for ratification of the above certification to ensure compliance with the statute.

Rev: 2/26/2015

Vendor Change Approvals:

Please initial and date accordingly

 Purchasing Signature Date

1. _____ 3. _____ 5. _____ 7. _____
 2. _____ 4. _____ 6. _____

**TBP ACQ 16-10 BLANKET BOOK ORDER
(SEPTEMBER 1, 2014-AUG 31, 2015)
FOR LARGE PRINT, STUDIO AND REFERENCE COLLECTION.**

ALIBRIS, INC.

DUNS: 884980285 CAGE Code: 3KJQ0

Expiration Date: 06/20/2015

BAKER & TAYLOR, INC.

DUNS: 787724772 CAGE Code: 0G2P2

Expiration Date: 12/30/2015

BRODART CO.

DUNS: 108048612 CAGE Code: 3A057

Expiration Date: 06/03/2016

INGRAM LIBRARY SERVICES, INC.

DUNS: 121599042

Expiration Date: 06/18/2015