

**Secretary of State
INTERNAL
PURCHASE ORDER**

Order Number: 307-7-00268

Order Date: Mar 29, 2017

TO: TIBH INDUSTRIES
Abby Monk

1011 EAST 53 1/2 STREET
AUSTIN, TX 78751
Ph: 451-8145
Fax: 450-5519

BILL TO
Secretary of State Attn: Financial Management P. O. Box 12887 Austin, Texas 78711-2887

DELIVER TO
Secretary of State James E. Rudder Bldg. 1019 Brazos, Room B-05 Austin, Texas 78701-2413

A valid purchase order number must be shown on shipments and invoices.

PCC Code: C

Accounting Information: 870025

Item No.	Quantity	Unit	Description	Unit Cost	Extension
			962-69		
1	352	EACH	One Contingency Worker - To assist with heavy workload due to staff shortage. Individual must work an eight hour day to begin at 8am and end at 5pm. Monday - Friday. Class Title - Experience Admin. Asst I Starting - Monday, April 3, 2017 thru Friday, June 2, 2017. 352 Hours to be worked. (May 29, 2017 - Holiday, Office Closed) Rate - \$21.32 per hour 352 hours = \$7504.64	\$21.32	\$7,504.64
				Total:	\$7,504.64

ORDERED BY: James W Martin

Purchaser / Phone: James W Martin CTPM, CTCM, 512-463-5608; email: jmartin@sos.texas. **Fax:** 512/475-2819

Plus Freight: Y / N