



Texas Dept of Motor Vehicles  
Purchase Order # 60800 0000001554

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via: US Mail PCC: 0 Date: 09/01/15 PO Method: IA Dispatch: Dispatch Via Print Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS ARE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNIVERSITY OF TEXAS AT AUSTIN  
PROFESSIONAL DEVELOPMENT CENTER  
PO BOX 7518  
AUSTIN TX 787137518  
United States

Ship To: IP00  
4000 Jackson Avenue  
Austin TX 78731  
United States

Vendor ID: 3721721721

Purchaser: Rhonda Gips  
Phone: 512/465-4199  
Fax: 512/465-5641  
Email: Rhonda.Gips@txdmv.gov

Bill To: 4000 Jackson Avenue  
Austin TX 78731  
United States

Fax:  
Email: DMV\_FIN-INVOICES@TxDMV.gov

PO Information:

Interagency Agreement Contract Act

TX Gov Code, Title 7, Chapter 771

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

Payment:

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@TxDMV.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

TxDmv Contact: Will Myers - 512-465-1420 or Will.Myers@TxDMV.gov

Vendor Contact: Kamela Syed - 512-232-4334 or kamelasyed@austin.utexas.edu

Authorized Signature

09/02/2015



Texas Dept of Motor Vehicles  
Purchase Order # 60800 0000001554

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Principles of Project Management - UT Austin Main September 16 & 17, 2015 8:30 a.m. to 4:30 p.m.  Attendee: Elizabeth Mitchell - X001077	924/41	1.0000	EA	695.00000	695.00	09/01/2015
						Schedule Total	695.00
						ReqID:	0000001611
						Item Total for Line # 1	695.00
						Total PO Amount	695.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

**Terms and Conditions:**  
Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature  
*Rhonda Lipscomb*  
09/02/2015



The University of Texas at Austin  
Center for Professional Education

Extended Campus  
**REGISTRATION FORM**

Please complete each section of this form.

**HOW TO REGISTER**

1. Online Registration: Preferred Method  
[www.professionaled.utexas.edu](http://www.professionaled.utexas.edu)
2. By Fax: 512-232-6126
3. In person: See Physical Address below
4. By Mail: Fill out Registration Form and mail with payment to:

Center for Professional Education  
The University of Texas at Austin  
PO Box 7518  
Austin, TX 78713-7518

**HOW DO I GET A UT EID?**

Everyone doing business with the University must acquire a UT EID. For more information and to get a UT EID please visit [www.utexas.edu/eid/](http://www.utexas.edu/eid/)

**COMPANIES/ORGANIZATIONS**

Credit card payment, check, or a purchase order must accompany the registration form. Purchase Orders must include:

- Company billing information.
- Contact name, title and phone number of person authorized to purchase for business/organization.
- What is being authorized; i.e., tuition, books, etc.
- Student(s) name(s), UT EID, course number(s) and dates of class (es).

Enrollment is on a first-come basis. If a course fills or cancels, we will notify the organization or student by email. Tuition will be refunded according to our refund policy guidelines.

**DEBIT CREDIT CARDS**

Purchases made with Debit Visa and MasterCard may have a daily charge limit. Please contact your financial institution prior to making any large purchases. Declined cards may be subject to a \$25 processing fee.

**PROMISSORY NOTE**

The CPE offers a payment plan option for most cohort style Certificate Programs.

For more information on using a Promissory Note as a payment option please contact the Program Coordinator.

**CPE MAIN OFFICE**

Center for Professional Education  
The University of Texas at Austin  
2001 North IH 35, 3rd Floor  
Austin, TX 78722  
Phone: (512) 471-4633 or (800) 887-7345

**PERSONAL INFORMATION**

Elizabeth	Mitchell	X001077	512-851-6148
FIRST NAME	LAST NAME	UT EID (REQUIRED)	PHONE #
9602 Magna Carta Loop		Austin, Tx 78754	elizabeth.mitchell@txdmv.gov
ADDRESS		CITY/STATE	ZIP E-MAIL ADDRESS

STUDENT IS ELIGIBLE FOR THE FOLLOWING FUNDING SOURCE:  VA GI BILL  MYCAA  TX WORKFORCE  
 Other: \_\_\_\_\_

PREFERRED ADDRESS: (if different from above)

HOME  BUSINESS

4203 Bull Creek Road	BLD 22
STREET ADDRESS	APT#
Austin	
CITY	78731
Texas	ZIP
STATE	
612-465-3736	512-851-6148
HOME PHONE	CELL PHONE

HOW DID YOU HEAR ABOUT THIS COURSE?

BILLBOARD  BROCHURE  CPE WEBSITE  CONFERENCE/BOOTH  EMAIL  FRIEND/COLLEAGUE  
 FLYER  RADIO  SEARCH ENGINE  WEBSITE  OTHER: \_\_\_\_\_

**COURSE INFORMATION**

Principles of Project Management	BUS-1007-001		
COURSE TITLE	SECTION #	COURSE TITLE	SECTION #
UT Austin - Main	9/16-17/2015		
COURSE LOCATION	START / END DATE	COURSE LOCATION	START / END DATE
\$695.00			
COURSE FEE		COURSE FEE	

**POLICY AGREEMENT**

Notification of withdrawals/transfers must be received in writing using the Course Transfer Form. The form may be submitted via e-mail, fax, or mail. The request must be received at least three full business days before the start of a workshop or exam prep course and two weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer or list a substitute. No fees assessed for same day substitutions. By signing below, I acknowledge I have read the refund policy found on the CPE website. I am aware of specific course fees and requirements and I agree to abide by the terms stated:

*Elizabeth Mitchell* 9/1/2015  
SIGNATURE (REQUIRED) DATE

**PAYMENT METHOD**

CREDIT CARD #	<input type="checkbox"/> PLEASE CHARGE TO UT ACCOUNT (IDT)	<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX	UT ACCOUNT #	Please make checks payable to: UNIVERSITY OF TEXAS AT AUSTIN
EXPIRATION DATE 3-DIGIT CVV	NAME OF UT ACCOUNT TO IDT	
NAME AS IT APPEARS ON THE CREDIT CARD (PLEASE PRINT)	UT DEPARTMENT	MAIL CODE

\_\_\_\_\_  
SIGNATURE (REQUIRED FOR ANY PAYMENT ABOVE) DATE

**THIRD PARTY BILLING INFORMATION**

Purchase order must accompany registration form.  
For faster processing please fax a copy of the purchase order to 512-232-6126 or email [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu).

NAME OF BILLING CONTACT	PHONE	FAX	COMPANY
ADDRESS OF BILLING CONTACT		EMAIL ADDRESS	

Business Unit 60800      Origin MCD      Requestor William Myers III      BCM Status Valid  
Requisition ID 0000001611      Status Approved      Requestor Phone      Req Approval Date 08/28/2015  
Requisition Date 08/18/2015      Description multiple items

HEADER COMMENTS:

*0000001554*

Line	Description	UOM	Qty	Price	Amount	Line Status
1	Principles of Project Management - September 16 & 17, 2015, 8:30 a.m. to 4:30 p.m.	EA	1	695.00	695.00	Approved

Vendor ID      Vendor Loc      Vendor Name      Class 920      Item      Buyer Rhonda Gips

Schedule 1      Schedule Amount 695.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	720300	0001	434001		35101	2016			695.00	Motor Carrier Division

Line Nbr 1      Comments <<for Liz Morris : Elizabeth.Mitchell@txdmv.gov

<https://shop.extendedcampus.utexas.edu/search/publicCourseSearchDetails.do?method=load&courseId=75418&selectedProgramAreaId=54663&selectedProgramStreamId=54691>>>

Line	Description	UOM	Qty	Price	Amount	Line Status
2	AHI File Folders 1/5 Cut Assorted Two-ply Top Tab Letter Manila 100/box (509000 F116115)	BOX	5	14.61	73.05	Approved

Vendor ID      Vendor Loc      Vendor Name      Class 615      Item 45      Buyer Rhonda Gips

Schedule 1      Schedule Amount 73.05

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	432001		35101	2016			73.05	Motor Carrier Division

Line Nbr 2      Comments <<<http://www.txsmartbuy.com/product/4281508>>>

*9.1.15 ~ Requested registration form from diz. rg*

**Business Unit** 60800      **Origin** MCD      **Requestor** William Myers III      **BCM Status** Valid  
**Requisition ID** 0000001611      **Status** Approved      **Requestor Phone**      **Req Approval Date** 08/28/2015  
**Requisition Date** 08/18/2015      **Description** multiple items

Line	Description	UOM	Qty	Price	Amount	Line Status
3	Avery® 4150 Label Printer Labels, 1-1/8" x 3-1/2", 260 Labels	ROL	12	19.99	239.88	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			615	39	Rhonda Gips

Schedule 1 Schedule Amount 239.88

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	434001		35101	2016			239.88	Motor Carrier Division

**Line Nbr** 3      **Comments**  
<<Couldn't find in smartbuy  
Item: 469189 Model: 13978/4150

[http://www.staples.com/Avery-4150-Label-Printer-Labels-1-1-8-inch-x-3-1-2-inch/product\\_469189](http://www.staples.com/Avery-4150-Label-Printer-Labels-1-1-8-inch-x-3-1-2-inch/product_469189)>>

Line	Description	UOM	Qty	Price	Amount	Line Status
4	UNI-BALL GRIP ROLLERBALL PENS, 0.5 MM, MICRO POINT, BLUE BARREL, BLUE INK, PACK OF 12	DOZ	6	9.99	59.94	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			620	80	Rhonda Gips

Schedule 1 Schedule Amount 59.94

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	434001		35101	2016			59.94	Motor Carrier Division

**Line Nbr** 4      **Comments**  
<<Supplier Part Number: 216701  
Manufacturer Part #: 60705

Contractor: T1PA Smartbuy Search Catalog  
Contract Number: 615-A1  
Contract Type: Term>>

Line	Description	UOM	Qty	Price	Amount	Line Status
5	UNI-BALL GRIP ROLLERBALL PENS, 0.5 MM, MICRO POINT, BLUE BARREL, BLUE INK, PACK OF 12	DOZ	6	9.99	59.94	Approved

Vendor ID	Vendor Loc	Vendor Name	Class	Item	Buyer
			620	80	Rhonda Gips

Schedule 1 Schedule Amount 59.94

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	434001		35101	2016			59.94	Motor Carrier Division

**Business Unit** 60800      **Origin** MCD      **Requestor** William Myers III      **BCM Status** Valid  
**Requisition ID** 0000001611      **Status** Approved      **Requestor Phone**      **Req Approval Date** 08/28/2015  
**Requisition Date** 08/18/2015      **Description** multiple items

**Line Nbr** 5      **Comments**  
<<Supplier Part Number: 216701  
Manufacturer Part #: 60705  
  
Contractor: T1PA Smartbuy Search Catalog  
Contract Number: 615-A1  
Contract Type: Term>>

Line	Description	UOM	Qty	Price	Amount	Line Status
6	PENDAFLEX - ANTI -MOLD AND -MILDEW MANILA FILE FOLDERS - 100	BOX	8	2.42	19.36	Approved

**Vendor ID**      **Vendor Loc**      **Vendor Name**      **Class** 615      **Item** 45      **Buyer** Rhonda Gips

Schedule 1      Schedule Amount 19.36

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	434001		35101	2016			19.36	Motor Carrier Division

**Line Nbr** 6      **Comments**  
<<Supplier Part Number: F162702  
Manufacturer Part #: 62702  
Manufacturer: ESSELTE CORPORATION>>

Line	Description	UOM	Qty	Price	Amount	Line Status
7	AHI SECOND NATURE SPIRAL REPORTER/STENO NOTEBOOK GREGG RULE 6 X 9 WE 80-SHEET (268081 890392 P	DOZ	6	1.28	7.68	Approved

**Vendor ID**      **Vendor Loc**      **Vendor Name**      **Class** 615      **Item** 62      **Buyer** Rhonda Gips

Schedule 1      Schedule Amount 7.68

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	730000	0001	434001		35101	2015			7.68	Motor Carrier Division

**Line Nbr** 7      **Comments**  
<<Supplier Part Number: TOP74688  
Manufacturer Part #: 74688  
Manufacturer: TOPS BUSINESS FORMS>>

**Total Requisition:**      \$1,154.85



Centralized Accounting and Payroll/Personnel System

TEXAS DEPARTMENT OF MOTOR VEHICLES  
Requisition

Page: 4 of 4  
Run Date: 8/31/2015  
Run Time: 09:23:04 AM  
Report ID: TXCPO002X

<b>Business Unit</b>	60800	<b>Origin</b>	MCD	<b>Requestor</b>	William Myers III	<b>BCM Status</b>	Valid
<b>Requisition ID</b>	0000001611	<b>Status</b>	Approved	<b>Requestor Phone</b>		<b>Req Approval Date</b>	08/28/2015
<b>Requisition Date</b>	08/18/2015	<b>Description</b>	multiple items				

◀ Search Results | Search Again (/search/publicCourseAdvancedSearch.do?method=load&)

# BUS-1007 - Principles of Project Management

Delivery Options: Classroom

A section of this course has been added to your shopping cart. You may proceed to checkout (/coursebasket/publicCourseBasket.do?method=load) or continue shopping (publicCourseAdvancedSearch.do?method=load).

## Course Description



The University of Texas at Austin  
Center for Professional Education

Effective project management techniques apply to all organizations. Discover the keys to managing projects successfully when working within the complex mix of tasks and people.

Compare concepts presented in this workshop with how you currently manage projects, improve your methods, and share project management ideas and experiences with other professionals. Focus on the thought processes behind project management rather than on the specific use of a software package.

## Who Should Attend?

- Team Members
- Newly assigned project managers
- Team Leaders
- Any one wanting to know the fundamentals of project management

## Questions?

Please contact Program Coordinator Kamela Syed

512-232-4334

[kamelasyed@austin.utexas.edu](mailto:kamelasyed@austin.utexas.edu) (mailto:kamelasyed@austin.utexas.edu)

## Course Outline

- Project Overview
- Initiate the Project
- Plan the Project
- Execute and Manage the Project
- Monitor, Control, and Report on the Project
- Close the Project

## Learner Outcomes

- Understand the purpose of the project
- Create a realistic project plan including scope and schedule
- Adjust your plan to meet the constraints of the environment
- Execute the project and manage the team effectively
- Maintain control of the project
- Keep the stakeholders and team informed
- Close out the project

## Notes

This course is not available for college credit.

## Prerequisites




There are no prerequisites for this course.

## Applies Towards the Following Certificates

Business Management Certificate Program (/public/category  
/courseCategoryCertificateProfile.do?method=load&from=courseprofile&certificateId=240632&) :  
Required Course(s)

### BUS-1007 - 001

Fall 2015  
Classroom  
Available

<b>Type:</b>	CPE Class	
<b>Days:</b>	W, Th	
<b>Time:</b>	8:30AM to 4:30PM	
<b>Dates:</b>	Sep 16, 2015 to Sep 17, 2015	
<b>Class Schedule:</b>	2	
<b>Contact Hours:</b>	13.0	
<b>Location:</b>	UT Austin - Main	
<b>Delivery Options:</b>	Classroom	
<b>Course Fee(s):</b>	CPE Affiliates	\$695.00 
	Registration Fee	\$695.00
<b>Potential Discount(s):</b>	CPE \$50 UT Austin Employee Discount CPE 10% Texas Exes Discount CPE 10% PMI Austin Chapter Members CPE Three or More Participants Discount	
<b>CEUs:</b>	1.3 CEUs	
<b>Instructors:</b>	David Berlad, PMP	

 **TEXAS Extended Campus**  
The University of Texas at Austin  
(<https://extendedcampus.utexas.edu>)

#### CONNECT WITH UT AUSTIN

(<http://www.facebook.com/UTAustinTX>)

([//twitter.com/utaustin](https://twitter.com/utaustin))

(<http://www.linkedin.com/edu/the-university-of-texas-at-austin-19518>)

([http://www.youtube.com/user/utaustintexas?sub\\_confirmation=1](http://www.youtube.com/user/utaustintexas?sub_confirmation=1))

#### Program Links

UNIVERSITY EXTENSION  
(<HTTPS://EXTENDED CAMPUS.UTEXAS.EDU/UEX>)

UT HIGH SCHOOL  
(<HTTP://HIGH SCHOOL.UTEXAS.EDU>)

ONRAMPS (<HTTP://ONRAMPS.UTEXAS.EDU>)

TESTING AND EVALUATION  
(<HTTP://CTL.UTEXAS.EDU/STUDENT TESTING /WELCOME-STUDENT-TESTING-SERVICES>)

CENTER FOR PROFESSIONAL EDUCATION  
(<HTTPS://PROFESSIONAL.ED.UTEXAS.EDU>)

PETROLEUM EXTENSION  
(<HTTP://PETEX.UTEXAS.EDU>)

INFORMAL CLASSES  
(<HTTPS://INFORMAL.UTEXAS.EDU>)

AP SUMMER INSTITUTES  
(<HTTP://WWW.UTEXAS.EDU/CE/TCC/APSII/>)

#### Related Links

UT Home (<http://www.utexas.edu>)

Web Accessibility (<http://www.utexas.edu/cio/policies/web-accessibility>)

Web Privacy (<http://www.utexas.edu/cio/policies/web-privacy>)

Site Policies (<http://www.utexas.edu/about-this-site>)

Resources for People with Disabilities  
(<http://www.utexas.edu/disability/>)

Emergency Information (<http://www.utexas.edu/emergency/>)

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(<http://www.destinysolutions.com>)