



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001588**

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via:NA PCC: 0 Date: 09/14/15 PO Method: DG Dispatch: Dispatch Via Print Rev Dt:

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

**Vendor:** PUBLIC RELATIONS SOCIETY OF AMERICA INC  
 33 MAIDEN LN  
 11TH FL  
 NEW YORK NY 100384518  
 United States

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

**Vendor ID:** 1131582190

**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:**

Membership in professional organization utilized in duties for PIO, Adam Shaivitz  
 "Membership" Lobbying Prohibition

In accordance with Texas Government Code, § 556.005(b), as a state agency, the Texas Department of Motor Vehicles ("Department") may not use appropriated money to pay, on behalf of the Department or an officer or employee of the Department, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, § 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, § 556.005.

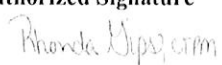
In accordance with Texas Government Code, § 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2); or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision that violates Texas Government Code, § 556.0055 is not eligible to receive additional state funds.

Therefore, by accepting this purchase order (0000001588), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist.

Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

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

**Authorized Signature**  
  
 09/14/2015



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001588**

correct invoice, whichever is later.

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

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Membership Dues - Public Relations Society of America	963/48	1.0000	YR	305.00000	305.00	09/29/2015
	Member: Adam A. Shaivitz (1626661)						
	Term: Sept. 30, 2015 - Sept. 29, 2016						
						Schedule Total	305.00
	Contract ID: 0000001588				ReqID: 0000001670		
						Item Total for Line # 1	305.00

**Total PO Amount** 305.00

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 Simpson*

09/14/2015

# RENEWAL NOTICE

## SECOND NOTICE

Due Date 30-Sep-15

Member ID:1626661

### Renew Your PRSA Membership, In 3 Easy Ways:

1. Online at [www.prsa.org/renew2](http://www.prsa.org/renew2)
2. Mail to PRSA  
33 Maiden Lane, 11th Fl.,  
New York, NY 10038-5150
3. Fax to (212) 995-0757



Public Relations Society of America  
33 Maiden Lane, 11th Fl., New York, NY 10038-5150  
Phone: (212) 460-1400 • Fax: (212) 995-0757  
Email: [membership@prsa.org](mailto:membership@prsa.org)  
Web: [www.prsa.org](http://www.prsa.org)  
Tax ID: 13-1582190

Adam A. Shaivitz  
Public Information Officer  
Texas Department Of Motor Vehicles  
4000 Jackson Ave  
Austin TX 78731-6007



Your PRSA membership is paid through 30-Sep-15. Continue to increase your professional value with thought leadership and business development opportunities that will benefit you and your employer's brand.

Renew online at [www.prsa.org/renew2](http://www.prsa.org/renew2). While you're there, update your profile to receive customized news, alerts and offers from us.

#### Renewal options:

1-year renewal option       2-year renewal option (if selected, multiply total amount by two)

Quarterly payment plan

I wish to renew under the quarterly payment plan with the credit card number provided below. A \$15 annual service fee will be charged in full in the first payment. Visit [www.prsa.org/quarterly](http://www.prsa.org/quarterly) for more information.

PRSA Foundation

Join the thousands of professionals helping to recruit and support African American and Hispanic/Latino students to careers in public relations with a contribution to the PRSA Foundation. [www.prsafoundation.org](http://www.prsafoundation.org)

Not a member of a Chapter and/or Section? Add one to your membership today!

Online at [www.prsa.org/renew2](http://www.prsa.org/renew2) or add below (please include total with your payment):

Additional Chapter and/or Section \$ \_\_\_\_\_ [www.prsa.org/ChapterDues](http://www.prsa.org/ChapterDues)

Interested in learning about Group membership?

Contact [groupmembership@prsa.org](mailto:groupmembership@prsa.org) or (212) 460-1482 for information and pricing.

Austin Chapter	\$50.00
Regular National Member Dues	\$255.00

<b>Voluntary Foundation Contribution*</b>	<b>\$ 30.00</b>
<small>*If you do not wish to make a PRSA Foundation contribution, please deduct \$30 from total amount due.</small>	

TOTAL DUE           \$335.00          

*Usumone: a shaivitz  
Pw a 8420223z  
renewal on card*

Renew online at [www.prsa.org/renew2](http://www.prsa.org/renew2). Only credit cards will be accepted. Memberships are non-transferable and non-refundable. Your payment constitutes an agreement to abide by the PRSA Code of Ethics, the procedures for its enforcement and to comply with the Bylaws. Please return this form with your payment. If payment has already been made, please disregard this notice and accept our thanks for payment.

I am renewing by:  Check (enclosed) — Make check payable to PRSA. Payment must be in U.S. funds.

Credit Card:  Visa       MasterCard       American Express       Discover

Credit Card Number \_\_\_\_\_ Expiration \_\_\_\_\_ CVC # \_\_\_\_\_

Print name on card \_\_\_\_\_ Signature \_\_\_\_\_

**Thank you for your membership renewal! We look forward to another great year together.**



TEXAS DEPARTMENT OF MOTOR VEHICLES  
Requisition

Page: 1 of 1  
Run Date: 9/9/2015  
Run Time: 08:56:22 AM  
Report ID: TXCPO002X

Business Unit 60800      Origin GSC      Requestor Mari Henson      BCM Status Valid  
Requisition ID 0000001670      Status Approved      Requestor Phone      Req Approval Date 09/02/2015  
Requisition Date 09/02/2015      Description Membership Renewal PRSA

**HEADER COMMENTS:**

Annual membership renewal (online) - A. Shaivitz, PIO Member ID: 1626661  
Public Relations Society of America - PRSA  
Renewal Term September 30 2015 - September 29 2016  
Online renewal at www.prsa.org/renew1 Renewal in 'cart': Username: ashaivitz Password: a8420223z  
Contact at PRSA: 212.460.1400

Membership in professional organization utilized in duties for PIO, Adam Shaivitz

000000 / 1588

Line	Description	UOM	Qty	Price	Amount	Line Status
1	Membership Renewal - Public Relations Society of America - PRSA SHAVITZ_A	YR	1	305.00	305.00	Approved

Vendor ID    Vendor Loc    Vendor Name    Class 963    Item    Buyer Rhonda Gips

Schedule 1    Schedule Amount 305.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	721000	0001	230001		39101	2016			305.00	Government and Strategic Comm

Line Nbr 1    Comments  
 <<Annual membership renewal (online) - A. Shaivitz, PIO Member ID: 1626661  
 Public Relations Society of America - PRSA  
 Renewal Term September 30 2015 - September 29 2016  
 Online renewal at www.prsa.org/renew1 Renewal in 'cart': Username: ashaivitz Password: a8420223z  
 Contact at PRSA: 212.460.1400>>

Total Requisition: \$305.00



MEMORANDUM

To: Whitney Brewster
Executive Director

DATE: September 1, 2015

From: David Chambers
Director of Purchasing

Subject: Fiscal Year 2016 Approved Agency Memberships

In accordance with the Texas Government Code § 2113.104 (a) Except as provided by Subsection (b), a state agency may not use appropriated money to pay for memberships in or dues for a professional organization unless the administrative head of the agency, or that person's designee, first reviews and approves the expenditure. Therefore, the list of memberships/dues is proposed for Fiscal Year 2016. Upon your approval, requests for memberships/dues will comply with Texas Government Code § 2113.104. Requests for memberships/dues not included on this memorandum will be routed for your Approval on a case by case basis.

[checked box] Approved

[empty box] Denied

Whitney H. Brewster
Whitney H. Brewster, Executive Director

Table with 4 columns: Organization, Acronym, Organization, Acronym. Rows include Texas Association of Vehicle Theft Investigators, Texas Crime Prevention Association, Texas State Human Resources Association, International Registration Plan, Inc., Austin Contact Center Alliance, International Association of Lemon Law Administrators, Texas State Agency Business Administrators' Association, National Institute of Governmental Purchasing, Information Systems Audit & Control Association, The Institute of Internal Auditors, National Information Officers Associations, and Project Management Institute.