



Texas Dept of Motor Vehicles  
Purchase Order # 60800 0000001612

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via: NA PCC: E Date: 09/17/15 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: TEXAS ASSOCIATION OF PUBLIC PURCHASERS  
PO BOX 29393  
AUSTIN TX 78755-6393  
United States

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

Vendor ID: 1421763637

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:**  
Employee Training Act - The training or education must be related to the duties or prospective duties of the administrator or employee  
TX Gov Code, Title 6, Subtitle B, Chapter 656, Subchapter A, Sec. 656.041  
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: Monica Hernandez - 512-465-1261 or Monica.Hernandez@TxDMV.gov  
Vendor Contact: Ann Tillman - 512-463-2319 or tapp\_austin\_chapter@yahoo.com

Authorized Signature  
*Rhonda Gips*  
09/17/2015



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001612**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	TAPP 8HR Class - Contract & Vendor Monitoring - Austin Style Location: HHSC CO2 PHR 164 - 909 W. 45th Street, Austin, TX Date: Oct. 23, 2015 @ 8am - 5pm Attendees: Paula Ramsey & Lilia VanderWal	924/25	2.0000	EA	35.00000	70.00	10/23/2015
						<b>Schedule Total</b>	<input type="text" value="70.00"/>
						<u>ReqID:</u> 0000001657	
						<b>Item Total for Line # 1</b>	<input type="text" value="70.00"/>

**Total PO Amount**

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 Lipszyc*  
 09/17/2015



TEXAS DEPARTMENT OF MOTOR VEHICLES  
Requisition

Page: 1 of 1  
Run Date: 9/9/2015  
Run Time: 08:51:17 AM  
Report ID: TXCPO002X

Business Unit 60800      Origin FAS      Requestor Monica Hernandez      BCM Status Valid  
Requisition ID 0000001657      Status Approved      Requestor Phone      Req Approval Date 09/02/2015  
Requisition Date 09/01/2015      Description TAPP Class-Ramsey & Vanderwal

HEADER COMMENTS:

*0000001657*

Line	Description	UOM	Qty	Price	Amount	Line Status
1	TAPP 8HR Class - Contract & Vendor Monitoring - Austin Style	EA	2	35.00	70.00	Approved

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

Schedule 1    Schedule Amount 70.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	720300	0001	301004		39101	2016			70.00	Finance and Admin Services Div

Line Nbr 1    Comments  
 <<TAPP 8 hr Class - Contract & Vendor Monitoring - Austin Style  
 Friday, October 23, 2015  
 HHSC-CO2  
 909 W 45th Street; Rm PHR-164  
 Austin, TX 78751  
 Employee attending: Paula A. Ramsey>>

Total Requisition: \$70.00



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## TAPP 8HR CLASS: CONTRACT & VENDOR MONITORING-AUSTIN STY

**Fri, Oct 23, 2015**  
**8:00 AM - 5:00 PM**  
**HHSC CO2 PHR 164**  
**909 W 45th Street**  
**Austin, Texas 78751**

[Add to My Calendar](#)

**60** seat(s) remaining.

Registration closes **Mon, Oct 19, 2015 at 5:00 PM**

[REGISTER FOR THIS MEETING](#)

**Registration:** Online for members/non-members, but non-members need to create log-in. Or, download Training Registration Form ( & email completed form to [tapp\\_austin\\_chapter@yahoo.com](mailto:tapp_austin_chapter@yahoo.com).

**Location:** Training is scheduled Friday (10/23/2015) at HHSC-CO2 (Main Bldg); 909 W 45th Street, Rm PHR-164; Austin, TX 78751. It is available in parking lot adjacent to building.

**Trainer:** Mark Walsh is a military veteran and instructor at LBJ School of Public Affairs. In private sector Mr. Walsh held senior positions in a couple small & minority-owned businesses. Since 1995 he has been with City of Austin Financial Services in various capacities including Programmer Analyst, Data Analyst, Web Developer, and most recently Purchasing Office Special Projects Officer. Mr. Walsh is principal of City of Austin's award-winning Online Contract Catalog with key features being transparency & vendor management portal.

**Course Synopsis:** Contract management & monitoring plus online posting for viewing by vendors & general public with more to follow date.

**Comments/questions** (on TAPP trainings): email any person listed on website under "Contact Us".

**Payment Methods:** Personal check, or PO (Purchase Order) followed by payment warrant.

**Email completed and signed PO to:** [accounting@austinontapp.org](mailto:accounting@austinontapp.org)

**or Mail payment(s) to:** Attn: Seminar Registrations; TAPP; PO Box 29393; Austin, TX 78755

**Payments MUST be received no later than 5:00pm on Wednesday (10/21/2015)!**

Non-Member Registration Form (ONLY if unable to register online)

### REGISTRATION FEES:

Title	Fee	Valid Dates	Member Status	Points	CEU	Hours
Member	\$35.00	Available until Fri, Oct 23, 2015	Members Only	1.0000	0.8000	8.0000
Non-Member	\$75.00	Available until Fri, Oct 23, 2015	All Registrants	1.0000	0.8000	8.0000

Please refer to our payment policy for information regarding cancellations and/or refunds.