



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001660

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via: NA PCC: 0 Date: 09/24/15 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: TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
TEXAS PROCUREMENT AND SUPPORT DIVISION
PO BOX 13186
AUSTIN TX 787113186
United States

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

Vendor ID: 3304304304

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:

RTI #302700

Invoice #09931447

Interagency Agreement Contract Act
TX Gov Code, Title 7, Chapter 771

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: 512-463-5355

Authorized Signature

Rhonda Gips

09/24/2015



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001660

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	CPA Texas Government Advanced Public Purchasing (APP) Date: June 2-3, 2016 Location: UT Thompson Conference Center Room #3.108 Attendee: Douglas Leach	924/41	1.0000	EA	250.00000	250.00	10/08/2015
						Schedule Total	250.00
						<u>ReqID:</u> 0000001791	
						Item Total for Line # 1	250.00
2- 1	CPA Texas Government Cost vs Market, Contract Negotiations & Contract Administration (CNC) Date: June 20-21, 2016 Location: UT Thompson Conference Center Room #3.108 Attendee: Douglas Leach	924/41	1.0000	EA	250.00000	250.00	10/08/2015
						Schedule Total	250.00
						<u>ReqID:</u> 0000001791	
						Item Total for Line # 2	250.00
						Total PO Amount	500.00

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 Wipac, CRM
 09/24/2015

You are now Registered for the following classes:

Title	Class Dates	Location	Cost	City	Billing Invoice Number
CPA TEXAS GOVERNMENT ADVANCED PUBLIC PURCHASING (APP)	JUNE 2-3, 2016	UT Thompson Conference Center, Room # 3.108	\$250	AUSTIN	09931447
CPA TEXAS GOVERNMENT COST VS MARKET, CONTRACT NEGOTIATIONS & CONTRACT ADMINISTRATION (CNC)	JUNE 20-21, 2016	UT Thompson Conference Center, Room # 3.108	\$250	AUSTIN	09931448

Contact Information

First: Douglas

Middle:

Last Name: Leach

Job Title: Purchaser

Your Agency Number: 608

Agency: Texas Department of Motor Vehicles

Mailing Address: 4000 Jackson Ave.

City/State/Zip Code: Austin TX 78731

Telephone: 512-465-4180

Fax: 512-465-7532

Work E-Mail: Douglas.Leach@txdmv.gov

Other E-Mail Rhonda.Gips@TxDMV.gov

Your total comes to \$500.00
Remittance Address:*Remit checks and a copy of the confirmation/invoice to:* TPASS

Attn: Budget and Internal Accounting

P.O.Box 13186, Austin, TX 78711-3186

PO number: 0000001660

Electronic Deposit:

FEI#74-6000089

ITV RTI#302700

Agency Code: 3 304 304 304 2 008

»» Please print this page for your records <<

[Exit to CPA Homepage](#)
[Exit to Training Information](#)
[Register another Student](#)



TEXAS DEPARTMENT OF MOTOR VEHICLES
Requisition

Page: 1 of 1
Run Date: 9/24/2015
Run Time: 02:20:27 PM
Report ID: TXCPO002X

Business Unit 60800 Origin FAS Requestor Monica Hernandez BCM Status Valid
Requisition ID 0000001791 Status Approved Requestor Phone Req Approval Date 09/23/2015
Requisition Date 09/23/2015 Description Training - Doug Leach

HEADER COMMENTS:

0000001791

Line	Description	UOM	Qty	Price	Amount	Line Status
1	CPA Texas Government Advanced Public Purchasing (APP)	EA	1	250.00	250.00	Approved

Vendor ID Vendor Loc Vendor Name Class 924 Item 41 Buyer Rhonda Gips

Schedule 1 Schedule Amount 250.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	720300	0001	301004		39101	2016			250.00	Finance and Admin Services Div

Line Nbr 1 Comments <<CPA Texas Government Advanced Public Purchasing (APP) June 2-3, 2016 at the UT Thompson Conference Center Room #3.108 Employee Attending: Doug Leach>>

Line	Description	UOM	Qty	Price	Amount	Line Status
2	CPA Texas Government Cost vs Market, Contract Negotiations & Contract Administration (CNC)	EA	1	250.00	250.00	Approved

Vendor ID Vendor Loc Vendor Name Class 924 Item 41 Buyer Rhonda Gips

Schedule 1 Schedule Amount 250.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	720300	0001	301004		39101	2016			250.00	Finance and Admin Services Div

Line Nbr 2 Comments <<CPA Texas Government Cost vs Market, Contract Negotiations & Contract Administration (CNC) June 20-21, 2016 at the UT Thompson Conference Center; Room #3.108 Employee Attending: Doug Leach>>

Total Requisition: \$500.00

Gips, Rhonda

From: ctp@cpa.texas.gov
Sent: Thursday, September 24, 2015 2:26 PM
To: Leach, Douglas; Gips, Rhonda
Subject: Training Registration Confirmation And Invoice (Douglas Leach)(PO | Invoice No. | 09931447|09931448)

CLASS REGISTRATION CONFIRMATION AND INVOICE

Please FORWARD this to your Agency's Accounts Payable office IMMEDIATELY for payment.

Thank you for your class registration.

Agency PO number: 0000001660

PAYMENT METHODS

If paying by check, remit checks and a copy of the confirmation/invoice to:

TPASS
Attn: Budget and Internal Accounting
P.O. Box 13186
Austin, TX 78711-3186

If paying by electronic funds transfer:

Electronic Deposit:
FEI #74-6000089
ITV RTI #302700
Agency Code: 3 304 304 304 2 008

If you paid by credit card:

Please check with your financial institute to make sure payment has posted.
Allow at least seven (7) business days of receipt of this notice to allow payment to post.

TOTAL PRICE: \$500

CLASS INFORMATION

Class: CPA TEXAS GOVERNMENT ADVANCED PUBLIC PURCHASING (APP)
Dates: JUNE 2-3, 2016
Time: DAY 1-2: 8 AM-5 PM
Location: UT Thompson Conference Center, Room # 3.108
Cost: \$250
City: AUSTIN
Billing Invoice Number: 09931447

Class: CPA TEXAS GOVERNMENT COST VS MARKET, CONTRACT NEGOTIATIONS & CONTRACT ADMINISTRATION (CNC)

Dates: JUNE 20-21, 2016
Time: DAY 1-2: 8 AM-5 PM
Location: UT Thompson Conference Center, Room # 3.108
Cost: \$250
City: AUSTIN
Billing Invoice Number: 09931448

Please Note: Class location and maps can be found at <https://cmbreg.cpa.state.tx.us/reg/classinfo.htm>

STUDENT INFORMATION

FIRSTNAME:Douglas LASTNAME:Leach MIDDLE_NAME:
ADDRESS:4000 Jackson Ave. CITY:Austin ST:TX ZIP:78731
AGENCY:Texas Department of Motor Vehicles AGENCYCODE:608
EMAIL HOME:Rhonda.Gips@TxDMV.gov EMAIL WORK:Douglas.Leach@txdmv.gov
PHONE:512-465-4180 FAX:512-465-7532

PERSONAL PAYMENT: n

ACCOUNTS PAYABLE INFORMATION (Person responsible for payment of invoice)

NAME:
EMAIL:
PHONE:

STUDENT INSTRUCTIONS

- Bring a pen and a writing tablet
- APP students, please bring a calculator

ATTENDANCE

No shows, early departure, late arrival all jeopardize your receipt of credit for this course. CPA will work with the agency of the student for emergency situations on a case by case basis. Completion of courses is a requirement in applying for certification.

STUDENT CANCELLATION AND/OR SUBSTITUTIONS

- All registration changes MUST be performed on line by student.
- Student cancellations must occur at least five (5) business days prior to the class start date. Cancellation process requires two steps: cancel on-line and finalize step 2 of email sent to you.
- Same course title substitutions must occur at least five (5) business days prior to the class start date. You may choose same course to be held on a later class date within a fiscal year period.
- The full cost of the class will be charged if cancellation is not received within the required five (5) day period.
- Student to Student substitutions are accepted any time prior to the first day of class.
- Any other substitutions require that you cancel the registration and re-register on-line.
- CPA reserves the right to assess a \$50.00 cancellation fee for repeated canceling and substitution of classes.
- Payment is still required on student no show and partial class attendance.

REFUND POLICY

- The class registration fee will be refunded if the cancellation notice is received within the required timeframe (see above).