



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001670

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via: NA PCC: 0 Date: 09/25/15 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 STATE LIBRARY
STATE & LOCAL RECORDS MGMT
PO BOX 12516
AUSTIN TX 787112516
United States

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

Vendor ID: 3306306306

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:
Note:
- Please do not prepay.
- All attendees will be billed AFTER the conference by TSLAC.
- RTI #: Included on the invoice, which will be issued after the conference.
- Federal Tax ID #: 74-6000126
- State of Texas VIN #: 33063063060013
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: Cheli Castro - 512-465-1386 or Cheli.Castro@TxDMV.gov
Vendor Contact: Karen Davis - 512-463-2631 or rm\_trng@tsl.texas.gov

Authorized Signature
Rhonda Gips
09/25/2015



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001670**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Texas State Library e-Records Conference 2015 Location: Commons Learning Center, 10100 Burnet Rd, Austin, TX Date: November 17, 2015, 8am - 4:30pm Attendee: Cheli Castro	924/41	1.0000	DAY	65.00000	65.00	10/15/2015
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Schedule Total

ReqID:  
0000001743

Cancellations must be entered via the conference website registration link and received by October 30, 2015. Any cancellations after the stated date will be billed the full amount.

Item Total for Line # 1

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 Lipscomb*

**09/25/2015**



TEXAS DEPARTMENT OF MOTOR VEHICLES  
Requisition

Page: 1 of 1  
Run Date: 9/25/2015  
Run Time: 10:49:57 AM  
Report ID: TXCPO002X

Business Unit 60800      Origin OGC      Requestor Araceli Castro      BCM Status Valid  
Requisition ID 0000001743      Status Approved      Requestor Phone      Req Approval Date 09/18/2015  
Requisition Date 09/15/2015      Description e-Records Conference 2015

**HEADER COMMENTS:**

I have gathered information and given it to Rhonda Gips, purchaser. She has my meal preference for the lunch being provided and what material I chose for the afternoon sessions.

0000001670

Line	Description	UOM	Qty	Price	Amount	Line Status
1	Texas State Library e-Records Conference 2015	DAY	1	65.00	65.00	Approved

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

Schedule 1      Schedule Amount 65.00

Dist Ln	Account	Fund	Dept ID	Program	PCA	Appn. Yr.	Agy CF1	Agy CF2	Amount	Location
1	720300	0001	220001		39101	2016			65.00	Office of General Counsel

Line Nbr 1      Comments <<Texas State Library annual e-Records Conference; Tuesday, November 17, 2015. Will be held at The Commons Learning Center at J.J. Pickle Research Campus, The University of Texas at Austin, 10100 Burnet Road, Austin, Texas 78758. Registration is \$65 by October 27, 2015>>

Total Requisition: \$65.00

# Registration Information for Attendees

**Registration is now open.** [Click here to register.](#)

This full day conference is still a bargain. Conference fee includes lunch giving you time to network and see what the exhibitors have to offer.

- \$65 by October 27
- \$100 after October 27 (if space is available)

Registration will close when conference space reaches capacity.

Please email [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov) if you have questions or need assistance.

## **Cancellation Deadline & Substitutions - *October 30, 2015***

After this date, your agency will be charged for the conference **whether you attend or not.**

While registration is open, click on the registration link above.

To Cancel, click cancel and fill in a small number of required fields.

To register a Substitute, complete a new registration form and enter a Note about who this person is substituting for, then, Cancel the original attendee.

When registration is not open:

To cancel a registration, contact SLRM at [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov) before the class cancellation date; otherwise, your agency will be billed for the conference. You can send a substitute in your place if you are unable to attend.

## **Billing Information**

Please make purchase orders payable to:  
**Texas State Library and Archives Commission**  
**State and Local Records Management**  
P.O. Box 12516  
Austin, TX 78711-2516  
Accounting Fax: 512-475-0185

## **Important:**

- All attendees will be billed **AFTER** the conference by TSLAC.

- Please do not prepay.
- TSLAC does not have the ability to accept credit card payments.
- A P.O. number is recommended to process your registration.
- RTI #: Included on the invoice, which will be issued after the conference.
- Federal Tax ID#: 74-6000126
- State of Texas VIN#: 3306-306-306-0013

Please email [rm\\_trng@tsl.texas.gov](mailto:rm_trng@tsl.texas.gov) for more information and type "E-Records Conference" in the subject line. Our Fax number is 512-936-2306.

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