



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002721
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **06/23/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **08/03/16**

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

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF CONFERENCES & TRAINING
LBJ SCHOOL OF PUBLIC AFFAIRS
PO BOX Y
AUSTIN TX 787138925
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3721721721 7

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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

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: Jeff Kosub - 512-465-4094 or Jeffrey.Kosub@TxDMV.gov

Vendor Contact: 512-475-8100

POCN 1 - 8/03/16

Cancel entire PO; registrant is leaving the agency. rg

Rhonda Gips crpm



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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-----------------------------|------------|--------------------------------|-------------------------------------|
| 1-1 | Executive Oversight of Contract Management Class LBJ School of Public Affairs; Austin, TX Aug. 30-31, 2016 Attendee: Jeffry Kosub | 924/25 | 1.0000 | EA | \$795.00 | \$0.00 | CANCEL |
| | | | | | | Schedule Total | <input type="text" value="\$0.00"/> |
| | | | | <u>ReqID:</u> 0000003092 | | | |
| Cancellation Policy | | | | | | | |
| Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that, cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition. | | | | | | | |
| | | | | | | Item Total for Line # 1 | <input type="text" value="\$0.00"/> |

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

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

Rhonda Deps CRM