Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003532

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **01/17/17** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor:
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
TPASS BUDGET AND INTERNAL ACCOUNTING
PO BOX 13186
AUSTIN TX 787113186
United States

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

Bill To:
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3304304304 2

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:
Texas Government 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. Texas Government Code, Title 6, Subtitle B, Chapter 656, Subchapter A, Sec. 656.041
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Change Orders:
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.
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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.
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TxDMV Contact:
Ron Hunter - 512-465-5808 or Ron.Hunter@TxDMV.gov

Vendor Contact:
512-463-5355

Authorized Signature
Rhonda Gips, CTPM

01/17/2017

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	CPA TEXAS CONTRACT MANAGEMENT CERTIFICATION TRAINING UT Thompson Conference Center, Room 3.108 Mar. 28-31, 2017 8:00 am - 5:00 pm Attendee: Ron Hunter	924/25	1.0000	EA	$400.00000	$400.00	03/28/2017

Schedule Total $400.00

ReqID:
0000004091

Cancellation Policy:
On-line notification must be received at least five (5) business days prior to the class start date. The full cost of the class will be charged if the cancellation is not received within the required five (5) day period. CPA reserves the right to assess a $50.00 cancellation fee for repeated cancelling of classes.

Refund Policy:
The class registration fee will be refunded if the cancellation notice is received within the required timeframe (see above). A $25.00 registration processing fee will be deducted from the refund. CPA is not responsible for any expenses incurred prior to class confirmation.

Item Total for Line # 1 $400.00

Total PO Amount $400.00

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

Authorized Signature

Rhonda Gipson, CTPM

01/17/2017