



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003648

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **02/16/17** 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: UNIVERSITY OF TEXAS AT AUSTIN
 UT AUSTIN PRC COMMONS CENTER
 BLDG 137 RM 1 112F
 10100 BURNET RD # R7900
 AUSTIN TX 787584445
 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:
 Texas Government Code, Title 7, Chapter 771

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.

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:
 Fred Snell - 512-465-4177 or Fred.Snell@TxDMV.gov

Vendor Contact:
 Fran Stephens - Fran.Stephens@austin.utexas.edu

Authorized Signature

Rhonda Gips, crm

02/16/2017



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003648

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Rental of the Commons Learning Center for Marketing for Success HUB Event Commons Atrium and Big Tex 1.102 Apr. 5, 2017 8:00 am - 5:30 pm	971/65	1.0000	LOT	\$3,080.00000	\$3,080.00	02/16/2017
						Schedule Total	<input type="text" value="\$3,080.00"/>
						Item Total for Line # 1	<input type="text" value="\$3,080.00"/>

ReqID:
0000004149

Total PO Amount

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 Lips, crpm

02/16/2017



Commons Learning Center
 The University of Texas at Austin
 10100 Burnet Road, Bldg 137
 Austin TX 78758
 512-471-5898

Resevation summary estimate

Client	Reservation: 5495
Fred Snell	Event Name: Marketing for Success
Texas Dept of Motor Vehicles	Status: Confirmed
4000 JACKSON AVE	PO #: 60800-000000-3648
Austin, TX 78731	Event Coordinator: Fran Stephens
	Estimated Attendance: 400

Bookings / Details	Quantity	Price	Amount
---------------------------	-----------------	--------------	---------------

Wednesday, April 05, 2017

8:00 AM - 5:00 PM Marketing for Success (Confirmed) PRC Atrium 1.100

Reserved: 7:45 AM - 5:30 PM

Rounds

Room Charge: (\$185.00 per Full Day)	1	\$185.00	\$185.00
--------------------------------------	---	----------	----------

CLC Conference Services:

Exhibit Table	60	\$20.00	\$1,200.00
---------------	----	---------	------------

Parking Permits - Group Rate	1	\$150.00	\$150.00
------------------------------	---	----------	----------

Table drape, floor-length (fits 60" x 30" table)	60	\$5.00	\$300.00
--	----	--------	----------

CLC Catering:

8:00 AM - 8:30 AM Set Up for 400

Group Expected in Cafe	1		
------------------------	---	--	--

CLC Catering:

12:00 PM - 12:00 PM Set Up for 200

Group Expected in Cafe	200		
------------------------	-----	--	--

8:00 AM - 5:00 PM Marketing for Success (Confirmed) PRC Big Tex 1.102

Reserved: 7:45 AM - 5:30 PM

Auditorium-style

Room Charge: (\$815.00 per Full Day)	1	\$815.00	\$815.00
--------------------------------------	---	----------	----------

CLC A/V Equipment:

8:00 AM - 5:00 PM A/V

Microphone - Panel	3	\$50.00	\$150.00
--------------------	---	---------	----------

Microphone - Wireless Lavalier	1	\$50.00	\$50.00
--------------------------------	---	---------	---------

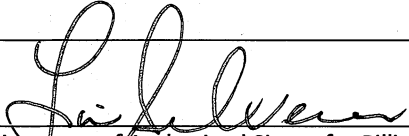
Media Console(\$230.00 per Full Day)	1	\$230.00	\$230.00
--------------------------------------	---	----------	----------

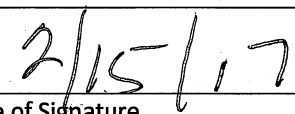
Subtotal			\$3,080.00
Grand Total			\$3,080.00

**State and Government Agencies Request
for Facilities & Services Approval Form**

- Use of facilities requires Joint Sponsorship on behalf of the University.
- The Commons Learning Center and U.T. facilities cannot be used by a commercial or nonprofit enterprise to make money.
- The Commons Café is the exclusive caterer. Outside food and drinks are not permitted.
- Commons Learning Center must provide all LCD Projectors for groups.

Program Name:	Texas Department of Motor Vehicles 2017
Conference Coordinator:	Fran Stephens
<u>REQUIRED</u> Statement of program's educational purpose. (Must be completed by all users. Please write in complete sentences.)	
Program Number:	5495
Program Date:	April 5, 2017
Room / Rooms to be used:	Commons Atrium and Big Tex 1.102
Contact Name, Email & Phone Number:	Fred Snell
Company /Organization Name:	Texas Department of Motor Vehicles
Mailing Address 1:	4000 Jackson Avenue
City, State, Zip:	Austin, Texas 78731


Signature of Authorized Signer for Billing


Date of Signature

Lisa Selvera
Typed/Printed Name

For Office Use – Do not write below this line.		
JOINT SPONSORSHIP APPROVAL		
	<u>Liza Scarborough</u>	
Liza Scarborough -VP Research Office	Typed/Printed Name	Date of Signature

Fran Stephens, Conference Coordinator
Fran.Stephens@austin.utexas.edu or fax 512-471-3679

Policies Regarding the Use of the Commons Learning Center

Program Name:	Texas Department of Motor Vehicles
Program Number:	5495
Program Date:	April 5, 2017

With my initial, I acknowledge that I:

- i) Understand each statement and policy,*
- ii) will adhere to and honor all of the statements and policies stated below, and*
- iii) will communicate all of these policies to all*
 - (1) department or organization contacts having to do with the planning and execution of the program*
 - (2) all presenters and all on-site contacts.*

- This event will be educational and non-commercial. It is understood that political and sectarian activities are prohibited.**
- There will not be any direct sales of products or service of the taking of orders for products or services.**
- This event will not directly result in financial gain for any individual, group, association, or corporation.**
- It is understood that no food is to be brought into the facility and there will be no alcohol served unless the proper separate approvals and licenses by our staff through the University of Texas procedures.**
- We acknowledge that the University of Texas reserves the right to approval all copy for advertising and news releases for this event and may require an accounting of the income and expenses directly related to this program**
- I understand that the program will not be confirmed nor put in reserved status until each statement is agreed to and that agreement is indicated by the initial of the individual named above.**

Fran Stephens, Conference Coordinator
Fran.Stephens@austin.utexas.edu or fax 512-471-3679

- 0-3 days before the program, a fee of 100% of room and catering charges occurs
- 4-30 days before the program, a fee of 100% of room charges occurs
- 31-90 days before the program, a fee of 50% of room charges occurs
- 91-364 days before the program, a fee of 30% of room charges occurs
- 365+ days before the program, a fee of 0% of room charges occurs

PROGRAM PAYMENT

Program Name:	Texas Department of Motor Vehicles
Program Number:	5495
Program Date:	April 5, 2017

PO#: 60800 0000003648

You may also pay by credit card.

We accept VISA, MASTERCARD AND CORPORATE AMEX (not personal)

Mail Invoice To: Texas Department of Motor Vehicles
 4000 Jackson Avenue
 Austin, Texas 78731
 DMV_FIN-INVOICES@txdmv.gov

I agree to pay for all rooms, goods and services provided for my program.

Acceptance Signature Purchase Order Signature is Authorization

Please provide the name and phone number of the person who will provide credit card payment information.

N/A

Fran Stephens, Conference Coordinator
Fran.Stephens@austin.utexas.edu or fax 512-471-3679