Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004913
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **0** Date: **02/26/18** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **03/21/18**

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

Vendor:
UNIVERSITY OF TEXAS AT AUSTIN
PROFESSIONAL DEVELOPMENT CENTER
PO BOX 7518
AUSTIN TX 787137518
United States

Ship To:
1P37 - Enterprise Project Mgmnt Of
3800 Jackson Avenue
Austin TX 78731
United States

Bill To:
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3721721721 7

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@TxDMV.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.
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POCN# 1 PAR 3-21-2018
Changed VID it was incorrect.

Interagency Agreement Contract Act:
Texas Government Code, Title 7, Chapter 771

Individual workshops and online courses do not provide a refund.
If you are unable to attend or wish to withdrawal, please email CPE@austin.utexas.edu. If a withdrawal request is made by the registrant at least three business days prior to the course start date, a credit or transfer can be applied with an added fee. Participant substitution may be made at any time at no additional fee.

Authorized Signature

Paula Ramsey, CTCM, CTPM

03/21/2018

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Mastering Mechanics: Proofreading, Punctuation, and Grammar. COM-1006-010 March 20, 2018 PD18164 Schon Connaker & Bonnie Foster	924/41	2.0000	EA	$435.00000	$870.00	03/20/2018
					Schedule Total		$870.00
					ReqID: 0000005766		
					Item Total for Line # 1		$870.00
2- 1	Writing Policies and Procedures. COM-1012-009 May 9, 2018. PD18213 Schon Connaker	924/41	1.0000	EA	$435.00000	$435.00	05/09/2018
					Schedule Total		$435.00
					ReqID: 0000005766		
					Item Total for Line # 2		$435.00
3- 1	Technical Writing Course. COM-1011-010 June 12, 2018 PD18226 Schon Connaker	924/41	1.0000	EA	$435.00000	$435.00	06/12/2018
					Schedule Total		$435.00
					ReqID: 0000005841		
					Item Total for Line # 3		$435.00

Authorized Signature

Paula Ramsey, CTCM, CTPM

03/21/2018

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Total PO Amount $1,740.00

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.

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

Authorized Signature

Paula Ramsey, CTCM, CTPM

03/21/2018