



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000005338

Page: 1 of 3

Payment Terms: NET30 Freight Terms: FOB Destination Ship Via: US Mail PCC: 0 Date: 05/18/18 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
TEXAS PROCUREMENT AND SUPPORT DIVISION
PO BOX 13186
AUSTIN TX 787113186
United States

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

Vendor ID: 3304304304 2

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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

Fax: DMV_FIN-INVOICES@TxDMV.gov
Email:

PO Information:

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.

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

Authorized Signature

Paula Ramsey, CTM, CTAM

05/18/2018



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Business Unit # 60800
Purchase Order # 0000005338

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Basic Texas Purchaser Course - Shawn Goodnight Class is on July 30, 2018. Electronic Deposit: FEI #74- 6000089 ITV RT1 #302700 Agency Code: 3 304 304 304 2 008	963/64	1.0000	EA	\$75.00000	\$75.00	05/29/2018
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Schedule Total \$75.00

ReqID:
0000006189

Basic Texas Purchaser Course
Date: July 30, 2018
Time: 8:30AM - 5:00PM
Location: CPA Distribution Center Classroom, 1811 Airport Blvd, Austin, TX
Employee Attending: Shawn Goodnight

STUDENT INSTRUCTIONS

Bring a pen and a writing tablet
APP students, please bring a calculator

ATTENDANCE

No shows, early departure, late arrival all jeopardize your receipt of credit for this course. CPA will work with the agency of the student for emergency situations on a case by case basis. Completion of courses is a requirement in applying for certification.

STUDENT CANCELLATION AND/OR SUBSTITUTIONS

All registration changes **MUST** be performed on line by student.
Student cancellations must occur at least five (5) business days prior to the class start date. Cancellation process requires two steps: cancel on-line and finalize step 2 of email sent to you.
Same course title substitutions must occur at least five (5) business days prior to the class start date. You may choose same course to be held on a later class date within a fiscal year period.
The full cost of the class will be charged if cancellation is not received within the required five (5) day period.
Student to Student substitutions are accepted any time prior to the first day of class.
Any other substitutions require that you cancel the registration and re-register on-line.
CPA reserves the right to assess a \$50.00 cancellation fee for repeated canceling and substitution of classes.
Payment is still required on student no show and partial class attendance.

REFUND POLICY

The class registration fee will be refunded if the cancellation notice is received within the required timeframe (see above).

CPA is not responsible for any expenses incurred to attend class to include inclement weather or other emergency that may affect the operations of class.

INCLEMENT WEATHER OR OTHER EMERGENCIES

Class will be rescheduled at no cost to the students in the case of inclement weather or other emergencies that may impact operations: Icy/Hazardous Road Conditions, Severe Flooding, Freezing/Snow conditions, natural disaster, etc.)

ADA ACCOMMODATIONS

Every reasonable accommodation will be made for persons with special needs in compliance with the Americans with Disabilities Act. Adequate advance notice is required. Any additional costs will be at the expense of the student's agency.

ASSISTANCE

Please contact the Statewide Procurement Division, Training and Certification Program at (512) 463-5355 if you need assistance.

Item Total for Line # 1 \$75.00

Authorized Signature

Paula Ramsey, CTM, CTPM

05/18/2018



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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
Paula Ramsey, CTOM, CTAM
05/18/2018