



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 000005704**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **07/27/18** 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:** UNIVERSITY OF TEXAS AT AUSTIN  
SPECIAL BILLING DEPARTMENT  
PO BOX 7398  
AUSTIN TX 787137398  
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:** Shawn C Goodnight  
**Phone:** 512/465-4197  
**Fax:** 512/465-5641  
**Email:** Shawn.Goodnight@txdmv.gov

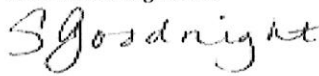
**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

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

**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.

**Authorized Signature**  
  
**07/31/2018**



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**Business Unit # 60800**  
**Purchase Order # 0000005704**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Speak Up: Making a Clear and Confident Impression. Laura Fowler, FAS. Date: Aug. 14, 2018	924/60	1.0000	EA	\$435.00000	\$435.00	08/14/2018
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Schedule Total

ReqID:  
0000006388

University of Texas Continuing Professional Dev't  
 Speak Up: Making a Clear and Confident Impression  
 Course ID: COM-1008-009  
 Time: 8:30 am to 4:30 pm  
 Location: UT Austin Joe C. Thompson Conference Center (TCC)

Student Withdrawal, Transfer, Refund Policy and Fees  
 Once enrolled, course fees for both in-person and online courses are non-refundable. In the event that a student needs to withdraw from a class, official withdrawal procedures must be followed. Non-attendance does not constitute a withdrawal.

Withdrawals and /transfer requests must be submitted using the online Course Transfer Form. The request must be received at least three full business days before the start of a course and two weeks prior to the start of a certificate program. You will have the option to request a credit on file, to transfer or to list a substitute. No fees are assessed for same day substitutions.

For in-person one- and two-day courses, you may transfer your registration to another person within your organization at no fee if you are unable to attend. Alternatively, you may apply your registration to another course scheduled within 12 months of the original registration or request a credit on file. There is \$75 administrative fee for such requests.

PAYMENT REQUIRED IN ADVANCE

Item Total for Line # 1

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

*S. Gosdnright*

07/31/2018