



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006543
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **02/12/19** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **04/08/19**

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: 1P12 - Finance Admin Services
 4000 Jackson Avenue
 Austin TX 78731
 United States

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 3721721721 7

Purchaser: Ron Dale Hunter
Phone: 512/465-5808
Fax: 512/465-5641
Email: Ron.Hunter@TxDMV.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Quantity(ies):
 Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

POCN # 1
 Ron Hunter
 04/08/2019

Change buyer from Paula Ramsey to Ron Hunter. Increase Purchase Order amount from \$3,705.00 to new amount of \$3,885.00. Added detailed itemized pricing in the body of the PO. Changed TxDMV Contact information from Fred Snell to Debra Rosas. No other changes.

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

Authorized Signature

04/08/2019



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Business Unit # 60800
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Purchase Order Change Notice (# 1)

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space rental University of Texas at Austin - Common Conference Center.TxDMV HUB Expo Marketing for Success. April 18, 2019	971/65	1.0000	LOT	\$3,885.00000	\$3,885.00	04/18/2019
						Schedule Total	\$3,885.00

ReqID:
0000007314

Authorized Signature

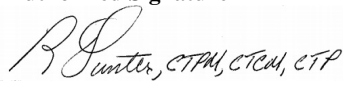
04/08/2019



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Purchase Order Change Notice (# 1)

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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<p>Thursday, April 18, 2019 8:00 AM - 5:00 PM Marketing for Success (Confirmed) PRC Big Tex 1.102 Reserved: 7:00 AM - 5:00 PM Auditorium-style</p> <p>Room Charge: \$1,015.00 CLC A/V Equipment: 8:00 AM - 5:00 PM A/V</p> <p>Media Console (\$250.00 per Full Day) -\$250.00</p> <p>PC and Mac compatible system equipped with a desktop computer and monitor. VGA, HDMI, Mini-Display port available to connect personal laptop to projection screen. Audio connection to house sound system included. All input sources can be switched from a single touch screen display. Extended USB connector located at the work surface to connect your flash drive to the desktop. System includes a built in DVD/VHS player. Includes use of one lavalier microphone and slide advancer.</p> <p>CLC Parking: Parking Permit - Group Rate - \$150.00 The group rate is for more than 100 attendees and is charged daily</p> <p>8:00 AM - 5:00 PM Marketing for Success (Confirmed) PRC Commons Atrium 1.110 Reserved: 7:00 AM - 5:00 PM Rounds</p> <p>Room Charge: (\$230.00 per Full Day) - \$230.00</p> <p>CLC Conference Services: Exhibit Table 70 x 25.00 = \$1,750.00 60" x 30" exhibit table.</p> <p>Table drape, floor-length (fits 60" x 30" table) 70 x \$7.00 = \$490.00</p> <p>CLC Catering: 8:00 AM - 5:00 PM Set Up On-their-own-for-lunch potential increase in Cafe lunch crowd Group Expected in Cafe</p> <p>Subtotal \$3,885.00</p> <p>Grand Total \$3,885.00</p> <p>Note: Co-hosting agencies will reimburse certain costs.</p> <p>TxDMV Contact: Debra Rosas 512-465-1257 Debra.Rosas@TxDMV.gov</p> <p>UT - Commons Contact: David Richey 512-471-4090 david.richey@austin.utexas.edu</p>							
Item Total for Line # 1							\$3,885.00

Authorized Signature

 R. J. Jumper, CTAM, CTEM, CTP
 04/08/2019



Texas Department of Motor Vehicles
Business Unit # 60800
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date

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

04/08/2019

Client	Reservation: 51301
Ron Hunter Texas Dept of Motor Vehicles (DMV) 4000 JACKSON AVE AUSTIN, TX 78731-6007 USA	Event Name: Marketing for Success Status: Confirmed Event Coordinator: David Richey Estimated Attendance: 100

Bookings / Details	Quantity	Price	Amount
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Thursday, April 18, 2019

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

Reserved: 7:00 AM - 5:00 PM

Auditorium-style

Room Charge:	1	\$1,015.00	\$1,015.00
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CLC A/V Equipment:

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

Media Console(\$250.00 per Full Day)	1	\$250.00	\$250.00
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PC and Mac compatible system equipped with a desktop computer and monitor. VGA, HDMI, Mini-Display port available to connect personal laptop to projection screen. Audio connection to house sound system included. All input sources can be switched from a single touch screen display. Extended USB connector located at the work surface to connect your flash drive to the desktop. System includes a built in DVD/VHS player. Includes use of one lavalier microphone and slide advancer.

CLC Parking:

Parking Permit - Group Rate	1	\$150.00	\$150.00
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The group rate is for more than 100 attendees and is charged daily

8:00 AM - 5:00 PM Marketing for Success (Confirmed) PRC Commons Atrium 1.110

Reserved: 7:00 AM - 5:00 PM

Rounds

Room Charge: (\$230.00 per Full Day)	1	\$230.00	\$230.00
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CLC Conference Services:

Exhibit Table	70	\$25.00	\$1,750.00
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60" x 30" exhibit table.

Table drape, floor-length (fits 60" x 30" table)	70	\$7.00	\$490.00
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CLC Catering:

8:00 AM - 5:00 PM Set Up

On-their-own-for-lunch	1		
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potential increase in Cafe lunch crowd

Group Expected in Cafe	1		
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Subtotal	\$3,885.00
Grand Total	\$3,885.00

You can provide your preliminary catering order up to seven (7) business days in advance of your program.

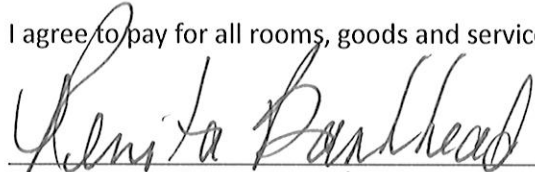
You can make changes to your catering order and provide a guaranteed head count up to three (3) business days in advance of your program.

**Commons Conference Center
Facilities and Services Approval Form**

Use of facilities requires Joint Sponsorship on behalf of UT Austin. Thus, our facility cannot be used for activities that directly result in financial gain for any individual, group, association, or corporation.

Program Name	Marketing For Success
Program Number	
Program Date	April 18, 2019
Requested Meeting Room(s)	Big Tex & Atrium
Organization Name	Tx Department of Motor Vehicles
Briefly describe program's educational purpose	To give Historically Underutilized Businesses (HUBs) the opportunity to network with state agencies, universities and other governmental entities
Meeting Planner Name	Fred Snell/Daphne Grantham
Meeting Planner Phone Number & Email	512 -465-4177 Fred.snell@txdmv.gov
Billing Contact Name	Paula Ramsey
Billing Contact Phone & Email	512-465-4193 Paula.ramsey@txdmv.gov
Billing Address	4000 Jackson Avenue, Austin, Texas 78731
Form of Payment (check, credit card, PO#)	

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



Signature / Printed Name Renita Bankhead

1/29/19
Date

David Richey, Event Coordinator
David.Richey@austin.utexas.edu or fax 512-471-3679

**Policies for the Use of Commons Conference Center
The University of Texas at Austin**

By initialing, I acknowledge that:

- i) *I will comply with the statements and policies stated below*
- ii) *I will communicate these policies to all departments or organizations' contacts and presenters having to do with the planning and execution of the program*

 f This event will be educational and non-commercial. It is understood that political and sectarian activities are prohibited.

 f There will not be any direct sales of products or service or the taking of orders for products or services.

 f This event will not directly result in financial gain for any individual, group, association, or corporation.

 f No outside food, alcohol or audiovisual equipment can be brought into the facility.

 f The University of Texas at Austin reserves the right to approve all copy for advertising and news releases for this event. It may also require an accounting of the income and expenses directly related to this event.

 f The program will not be reserved or confirmed until this form is reviewed and agreed to by the individual requesting the space.

 f Although Commons Conference Center strives to accommodate your preference for a particular meeting space, Commons reserves the right to move your program from the reserved meeting space to comparable meeting space when/if the need arises.

 f Final food, beverage and service fee will be finalized 3 months prior to program due to volatility in commodity pricing.

 All cancellations must be in writing to ConferenceCoordinator@austin.utexas.edu and are subject to the following cancellation fees:

- o 0-3 days before the program, a fee of 100% of room and catering charges
- o 4-30 days before the program, a fee of 100% of room charges
- o 31-90 days before the program, a fee of 50% of room charges
- o 91-180 days before the program, a fee of 30% of room charges

David Richey, Event Coordinator
David.Richey@austin.utexas.edu or fax 512-471-3679