



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006582**  
**Purchase Order Change Notice (# 1)**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **0** Date: **02/22/19** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **04/30/19**

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

**Vendor ID:** 3304304304 2

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Purchaser:** Sarah Marie Gresham  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Sarah.Gresham@txdmv.gov

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

**PO Information:**

Four (4) class registrations for TxDMV employees to attend CTCD and CTCM classes.  
Reference Invoices #1999444063, #1999444064, #1999444065 and #10030472.

TxDmv Contacts:  
David Moran  
(512) 465-4180  
David.Moran@TxDMV.gov  
Invoices #1999444063 and #1999444064

Shawn Goodnight  
(512) 465-4197  
Shawn.Goodnight@TxDMV.gov  
Invoice #1999444065

Rodrigo Garcia  
(512) 465-4181  
Rodrigo.Garcia@TxDMV.gov  
Invoice #1999444067

CPA Contact:  
(512) 463-5355  
ctp@cpa.texas.gov.

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.

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/30/2019**



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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

POCN #01 SMG 4-30-2019 - Line Item 2: Changed date of class from April 29-30, 2019 to May 9-10, 2019 and changed invoice number from #1999444067 to #10030472.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Invoice #1999444063 - Class: Certified Texas Contract Developer (CTCD) - Attendee: David Moran - Class Dates/Time: Mar 11-13, 2019 9am - 430pm	963/43	1.0000	EA	\$375.00000	\$375.00	03/13/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
						<b>Item Total for Line # 1</b>	<input type="text" value="\$375.00"/>
2- 1	Invoice #10030472 - Class: Certified Texas Contract Manager (CTCM) Attendee: Rodrigo Garcia - Class Dates/Time: May 9- 10, 2019 9am - 430pm	963/43	1.0000	EA	\$375.00000	\$375.00	05/10/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
				ReqID:	0000007315		
						<b>Item Total for Line # 2</b>	<input type="text" value="\$375.00"/>

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/30/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Invoice #1999444064 - Class: Certified Texas Contract Manager (CTCM) - Attendee: David Moran - Class Dates/Time: March 4-5, 2019 9am - 430pm	963/43	1.0000	EA	\$375.00000	\$375.00	03/05/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
						<b>Item Total for Line # 3</b>	<input type="text" value="\$375.00"/>
4- 1	Invoice #1999444065 - Class: Certified Texas Contract Manager (CTCM) - Attendee: Shawn Goodnight - Class Dates/Time: March 14-15, 2019 9am - 430pm	963/43	1.0000	EA	\$375.00000	\$375.00	03/15/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
						<b>Item Total for Line # 4</b>	<input type="text" value="\$375.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$1,500.00"/>

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.

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

**Authorized Signature**  
*Sarah M. Gresham, CTCM, CTCD*  
**04/30/2019**