



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006588

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **02/25/19** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

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: 1P14 - General Counsel
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3721721721 7

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:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

The agency has an initiative to list every policy throughout the organization, to identify policies we need, and to create and/or update all policies for TxDMV this year. This class is part of the effort to make sure that all staff assigned to this project have the required skills and tools to accomplish everything we need to complete in order to achieve this organizational goal.

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

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.

TxDMV Contact:
Martin Brown
Martin.Brown@TxDMV.gov
512-465-4074

UT Contact:
Toi Davis
toi.davis@austin.utexas.edu
512-475-8664

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

Paula Ramsey, CTM, CTC

02/25/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Center for Professional Education: Writing Policies & Procedures Training Class.2, 1 day classes for up to 20 attendees on 3-19-2019 & 3-21-2019.	963/43	2.0000	EA	\$4,300.00000	\$8,600.00	03/01/2019
						Schedule Total	<input type="text" value="\$8,600.00"/>
						ReqID:	
						0000007348	
<p>The quote is a discounted charge of \$4,100 for the first session, and \$4,500 for the second - NOT TO EXCEED \$8,600 total for both sessions. Martin Brown is the organizer for these classes, and hopes to get them scheduled 3/19/19 and 3/21/19 - although he has some alternative dates as well, in case those don't work out.</p> <p>The classes are targeted toward key personnel in the divisions that will be responsible for writing the policies and procedures for their division.</p>							
						Item Total for Line # 1	<input type="text" value="\$8,600.00"/>

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, CTM, CTEA

02/25/2019