



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006641**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **0** Date: **03/11/19** 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:** TEXAS DEPT OF TRANSPORTATION  
FINANCE DIVISION  
PO BOX 149001  
AUSTIN TX 78714-9001  
**United States**

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

**Vendor ID:** 3601601601 0

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

**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:**

For services under fully executed interagency agreement (IAC) for fiscal year 2017 between Texas Department of Motor Vehicles (TxDMV) and Texas Department of Transportation (TxDOT).

Term: 09/01/2016 through 08/31/2017

Pursuant to Texas Government Code 771, an agency may process a payment between agencies for procured goods and services through an Interagency Transaction Voucher (ITV), which is used to transfer funds held in the State Treasury between two agencies. The interagency payment must be accompanied by a Recurring Transaction Index (RTI). The transaction agency (the agency initiating the transfer of funds) must know the receiving agency's RTI Number to process the ITV. This is a common payment method when agencies have entered into an IAC for the exchange of goods and/or services between agencies.

**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).

**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, whichever is later.

**Authorized Signature**

**03/11/2019**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006641**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	For services under fully executed interagency agreement (IAC) for fiscal year 2017 between Texas Department of Motor Vehicles (TxDMV) and Texas Department of Transportation (TxDOT).Term: 09/01/2016 through 08/31/2017	963/43	27315.3400	UNT	\$1.00000	\$27,315.34	03/11/2019
						<b>Schedule Total</b>	<input type="text" value="\$27,315.34"/>
						<b>ReqID:</b> 0000007422	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$27,315.34"/>

**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**

**03/11/2019**



Texas Department of Motor Vehicles

**MEMORANDUM**

To: Linda M. Flores  
Chief Financial Officer

From: Renita Bankhead  
Assistant Chief Financial Officer

Date: February 15<sup>th</sup>, 2019

Subject: Reinstatement of AY 2017 Operating Funds in the Amount of \$27,315.34

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**Purpose**

To request reinstatement of AY 2017 operating funds (Appropriation 13011; Fund 0010) in the amount of \$27,315.34 to process the final FY 2017 TxDOT IAC invoice. The Comptroller of Public Accounts (CPA) now requires the agency's Chief Financial Officer (CFO) to submit all requests for reinstatement of lapses and UB from prior years.

**Discussion**

In December of 2018 TxDMV received an invoice from TxDOT for final FY 2017 expenses to be reimbursed to TxDOT through the FY 2017 TxDMV-TxDOT Interagency Contract (IAC). After review of the initial invoice and further communication between TxDMV and TxDOT, a final invoice for FY 2017 expenditures was submitted by TxDOT and received by TxDMV on February 6<sup>th</sup>, 2019.

TxDOT's delay in submitting the final FY 2017 invoice was due to internal delays within TxDOT for actual vendor invoice information to be relayed to the TxDOT Financial Management Division.

The final invoice (detail attached) totals \$27,315.34 and has been reviewed and verified by Accounting, Budget, and Administrative Services. The invoice includes costs for FY 2017 one-time Work Authorizations and FY 2017 monthly costs for pest control (invoice includes five months of costs) and landscaping (invoice includes 12 months of costs).

Funds for these costs were not included in the FY 2017 4<sup>th</sup> Quarter Binding Encumbrance Report due to the process in FY 2017 of entering purchase orders for TxDOT invoices as they were received. Due to the Comptroller automatic sweep process there are no funds available in USAS in AY 2017 to process payment for this invoice.

**Recommendation**

Request that you forward the following email to TxDMV's Appropriation Control Officer, Michael Felan:

*TxDMV requests approval to reinstate Texas Department of Motor Vehicles (TxDMV Fund 0010) funds lapsed in AY 2017 in Appropriation 13011 to process remaining payment for the final invoice from the Texas Department of Transportation (TxDOT). We are requesting \$27,315.34 in AY 2017 operating funding be reinstated to appropriation 13011, Fund 0010. Upon your approval TxDMV will enter a USAS Budget Document for processing.*

Approved     Not Approved     Needs Further Discussion     Modify

*Linda M. Flores*  
Linda M. Flores  
Chief Financial Officer

*See mail to ACD*  
Date

Cc: Sergio Rey, TxDMV Accounting Director

**Bankhead, Renita**

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**From:** Flores, Linda  
**Sent:** Friday, February 15, 2019 10:00 AM  
**To:** Michael Felan  
**Cc:** Ralston, John; Stephens, Brenda; Bankhead, Renita; Rey, Sergio; Selvera, Lisa  
**Subject:** FY 2017 Appropriation Reinstatement

TxDMV requests approval to reinstate Texas Department of Motor Vehicles (TxDMV Fund 0010) funds lapsed in AY 2017 in Appropriation 13011 to process remaining payment for the final invoice from the Texas Department of Transportation (TxDOT).

We are requesting \$27,315.34 in AY 2017 operating funding be reinstated to appropriation 13011, Fund 0010. Upon your approval TxDMV will enter a USAS Budget Document for processing.

If you have questions please contact John Ralston/Budget Team Lead at 512 465-4182 or Brenda Stephens/Financial Reporting Team Lead at 512 465-4191.



## Bankhead, Renita

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**From:** Michael Felan <Michael.Felan@cpa.texas.gov>  
**Sent:** Friday, February 15, 2019 11:12 AM  
**To:** Flores, Linda  
**Cc:** Ralston, John; Stephens, Brenda; Bankhead, Renita; Rey, Sergio; Selvera, Lisa  
**Subject:** RE: FY 2017 Appropriation Reinstatement

Linda,

That will be fine, please enter the document at your earliest convenience and I will add our 600 approval on to it.

Thank you for the heads up,

Michael Felan  
Office: (512) 463-9569

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**From:** Flores, Linda <Linda.Flores@txdmv.gov>  
**Sent:** Friday, February 15, 2019 10:00 AM  
**To:** Michael Felan <Michael.Felan@cpa.texas.gov>  
**Cc:** john.ralston@txdmv.gov; brenda.stephens@txdmv.gov; renita.bankhead@txdmv.gov; sergio.rey@txdmv.gov; lisa.selvera@txdmv.gov  
**Subject:** FY 2017 Appropriation Reinstatement

TxDMV requests approval to reinstate Texas Department of Motor Vehicles (TxDMV Fund 0010) funds lapsed in AY 2017 in Appropriation 13011 to process remaining payment for the final invoice from the Texas Department of Transportation (TxDOT).

We are requesting \$27,315.34 in AY 2017 operating funding be reinstated to appropriation 13011, Fund 0010. Upon your approval TxDMV will enter a USAS Budget Document for processing.

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TEXAS S502  
LINK TO: \_\_\_\_\_

UNIFORM STATEWIDE ACCOUNTING SYSTEM  
BATCH BALANCING

02/22/19 04:46 PM  
PROD

ACTION: (H=HOLD, R=RELEASE, D=DELETE)  
(BLANK ACTION RETURNS TO BATCH HEADER ENTRY)

BATCH AGENCY: 608  
BATCH DATE: 022219  
BATCH TYPE: 1  
BATCH NUMBER: 100

BATCH BALANCING:  
ENTERED COUNT: 00001                      ENTERED AMOUNT: 00000027315.34  
COMPUTED COUNT: 00001                      COMPUTED AMOUNT: 00000027315.34

PAYMENT DIST TYPE:  
DISB METH IND:  
ORIGINAL USER ID: JRAL219                      RALSTON, JOHN  
USER CLASS: 62  
LAST USER ID: RBAN453                      BANKHEAD, RENITA

BATCH HAS BEEN SUCCESSFULLY RELEASED

F1-HELP F3-END F4-INTERRUPT F8-DOC/TRK F10-RECALL F11-DETAILS F12-HEADERS