



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006746**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **04/08/19** 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 COMPTROLLER OF PUBLIC ACCOUNTS  
 ATT BUDGET AND INTERNAL ACCOUNTING  
 PO BOX 13186  
 AUSTIN TX 787113186  
**United States**

**Ship To:** 0001 - Department of Motor Vehicle  
 2704 N CONGRESS AVENUE  
 Austin TX  
 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:**

Certified Texas Contract Manager (CTCM) class for TxDMV Facilities Management employees.  
 Reference attached Invoices #10030459 and #10030460, both dated 4/8/2019.

TxDMV Contacts:  
 Ann Pierce  
 (512) 465-4100  
 Ann.Pierce@TxDMV.gov

AND

Chris.Sturm  
 (512) 465-3835  
 Chris.Sturm@TxDMV.gov

Vendor Contact:  
 Training and Policy Development  
 ctp@cpa.texas.gov

Remit checks and a copy of the confirmation/invoice to:  
 Training and Policy Development  
 Attn: Budget and Internal Accounting  
 P.O. Box 13186  
 Austin, TX 78711-3186  
 If paying by electronic funds transfer:  
 Electronic Deposit:  
 FEI #74-6000089  
 ITV RTI #302700  
 Agency Code: 3 304 304 304 2 008

Student cancellations must occur at least five (5) business days prior to the class start. The full cost of the class will be charged if the cancellation is not received within the required five (5) day period.

Payment is still required for a student that no shows or for partial class attendance.

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.

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/08/2019**



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**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.

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

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1- 1	Invoice #10030459 - Class: CPA Certified Texas Contract Manager Course (CTCM) - Attendee: Elizabeth "Ann" Pierce - Class Dates: 5/9/2019-5/10/2019	963/43	1.0000	EA	\$375.00000	\$375.00	05/10/2019	
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>	
				<u>ReqID:</u> 0000007528				
Attendees: Ann Pierce Date: May 9th 10th Time: 9:00AM- 4:30 PM Location: CPA Distribution Center 1811 Airport Blvd. Austin Tx 78702							<b>Item Total for Line # 1</b>	<input type="text" value="\$375.00"/>

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/08/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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2- 1	Invoice #10030460 - Class: CPA Certified Texas Contract Manager Course (CTCM) - Attendee: Chris Sturm - Class Dates: 5/9/2019-5/10/2019	963/43	1.0000	EA	\$375.00000	\$375.00	05/10/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
						ReqID: 0000007528	
Attendee: Chris Sturm Date: May 9th 10th Time: 9:00AM- 4:30 PM Location: CPA Distribution Center 1811 Airport Blvd Austin Tx 78702						<b>Item Total for Line # 2</b>	<input type="text" value="\$375.00"/>

**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**

*Sarah M. Gresham, CTCM, CTCD*

**04/08/2019**