



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006796**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **See Detail** PCC: **0** Date: **04/24/19** 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:** 1P00 - TxDMV Warehouse  
 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:**

Certified Texas Contract Manager (CTCM) class for TxDMV VTR Division employees.  
 Reference attached invoices #10030513, dated 4/12/2019, and #10030547, dated 4/16/2019.

TxDMV Contacts:  
 Melanie Joswick  
 (512) 465-4046  
 Melanie.Joswick@TxDMV.gov

Christy Michalik  
 (512) 872-8050  
 Christy.Michalik@TxDMV.gov

Vendor Contact:  
 Statewide Procurement Division, Training and Certification Program  
 (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.

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

Remit checks and a copy of the confirmation/invoice to:

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/24/2019**



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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

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Invoice #10030513 - Class: Certified Texas Contract Manager (CTCM) Attendee: Melanie Joswick - 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"/>
				<u>ReqID:</u> 0000007558			
						<b>Item Total for Line # 1</b>	<input type="text" value="\$375.00"/>
2- 1	Invoice #10030547 - Class: Certified Texas Contract Manager (CTCM) Attendee: Christy Michalik - Class Dates/Time: May 15-16, 2019 - 9am - 430pm	963/43	1.0000	EA	\$375.00000	\$375.00	05/16/2019
						<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
				<u>ReqID:</u> 0000007594			
						<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.

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**04/24/2019**



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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, CTCB*

**04/24/2019**