



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006828

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **04/17/19** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
PO BOX 7246
AUSTIN TX 78713-7246
United States

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

Vendor ID: 3721721721 7

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641
Email: Rodrigo.Garcia@txdmv.gov

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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.

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.

Employee Training Act:

The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle C, Chapter 656, Subchapter A, Sec. 656.041

Cancellations

Courses must obtain a minimum number of enrollments in order to be held. If your course must be canceled due to low enrollment, then we will notify you via email as far in advance as possible. The Center for Professional Education reserves the right to substitute instructors, change program dates, and/or cancel any program due to insufficient enrollment or other unforeseen circumstances. CPE is not responsible for any travel or lodging expenses incurred by participants. Please contact us at CPE@austin.utexas.edu or visit the program website for confirmation prior to making travel arrangements. In the event of a cancellation, you may request a tuition transfer to another course within one year of enrollment or request a full refund. Please allow up to seven days for processing from the date of the request.

Incllement Weather

We follow the university operating schedule. For emergency information please visit the university Emergency Information web page. An email will also be sent by CPE in the event we delay our classes or close the center. We are not responsible for travel related expenses in the event we cancel

Authorized Signature

Rodrigo Garcia

04/17/2019



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a class.

Student Withdrawal, Transfer, Refund Policy and Fees

For in-person one- and two-day courses, you may transfer your registration to another person within your organization at no fee if you are unable to attend. Alternatively, you may apply your registration to another course scheduled within 12 months of the original registration or request a credit on file. There is \$75 administrative fee for such requests.

TxDMV contact: Lori Paul, (512) 465-4048, Lori.G.Paul@DMV.gov

Vendor contact: Joshua Clements, Center for Professional Education, cpe@austin.utexas.edu

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	UT - CPE: Critical Problem Solving and Decision Making Date: 05/09/2019. Times: 8:30 am to 4:30 pm. Location: UT Austin Joe C. Thompson Conference Center (TCC). Course ID: LA-2102-004. Modality: In-person. Attendee: Lori G. Paul.	963/37	1.0000	EA	\$495.00000	\$495.00	05/09/2019
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Schedule Total

ReqID:
0000007565

Order Number: PD9962370378

Item Total for Line # 1

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

Rodrigo Garcia

04/17/2019