



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007377

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **09/23/19** 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  
 LBJ SCHOOL OF PUBLIC AFFAIRS  
 THE UNIVERSITY OF TEXAS AT AUSTIN  
 3001 LAKE AUSTIN BLVD STE 3306  
 AUSTIN TX 787034205  
 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:** Shawn C Goodnight  
**Phone:** 512/465-4197  
**Fax:** 512/465-5641  
**Email:** Shawn.Goodnight@txdmv.gov

**Fax:**  
**Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

Early Registration if paid by 9/30/19 \$5,200.00. Invoice #7640 attached

Governor's Center for Management Development  
 3001 Lake Austin Boulevard, Suite 3.306  
 Austin, Texas 78703-4204  
 State Vendor Identification Number: 37217217217080  
 Federal Tax ID Number: 746000203

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.

Governor's Center for Management Development Contact:  
 Steven  
 GCMD@austin.utexas.edu  
 (512) 475-8100

TxDMV Contact:  
 Claudia Leal  
 Claudia.Leal@TxDMV.gov  
 (512) 374-5396

Authorized Signature

*S Goodnight*

09/23/2019



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**CANCELLATION POLICY:**

Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that, cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition.

**PAYMENT TERMS:**

Payment must be made in order to complete registration.  
 Payment may be made by warrant or direct deposit. Payment by purchase order or credit card is not accepted.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Registration Fees for Governor's Executive Development Program Class XXXVIII 2019_Tracey Beaver	924/40	5200.0000	EA	\$1.00000	\$5,200.00	09/26/2019
						<b>Schedule Total</b>	<input type="text" value="\$5,200.00"/>
				<u>ReqID:</u>			
				0000008183			
Registration \$5200 if paid by 9/30/19						<b>Item Total for Line # 1</b>	<input type="text" value="\$5,200.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$5,200.00"/>

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

*S. Gosdnight*

09/23/2019