



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007383  
 Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **E** Date: **09/23/19** PO Method: **SV** Dispatch: **Dispatch Via Print** Rev Dt: **10/18/19**

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

**Vendor:** TXHP TYLER 2 OPCO LLC  
 DBA COURTYARD - TYLER  
 591 W PUTNAM AVE  
 GREENWICH CT 06830-6005  
 United States

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

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

**Vendor ID:** 1473306900 0

**Purchaser:** Debra A Rosas  
**Phone:** 512/465-1257  
**Fax:** 512/465-5641  
**Email:** Debra.Rosas@txdmv.gov

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

**PO Information:**

**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.

**TxDmv Contact:**  
 Stacey Cullen  
 Stacey.Cullen@TxDMV.gov  
 (512) 465-4164

**Courtyard Contact:**  
 Chelsea Bodeman  
 Chelsea.Bodeman@hhmlp.com  
 (903) 509-4411

POCN 1, 10/18/2019; REVISED BY DROSAS  
 CORRECTED THE SUPPLIER ID  
 CHANGED THE BUYER NAME FROM SHAWN GOODNIGHT TO DEBRA ROSAS  
 PO TOTAL DID NOT CHANGE

**Authorized Signature**

**10/18/2019**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007383  
 Purchase Order Change Notice (# 1)

| Line-Sch   | Line Description  | Class/Item | Quantity  | UOM                  | Unit Price | Extended Amt                   | Due Date                                |
|--|---|------------|-----------|----------------------|------------|--------------------------------|---|
| 1- 1   | DTS/SALVAGE MEETING<br>SPACE RENTAL-<br>OCTOBER 30-31, 2019 | 971/65     | 2600.0000 | UNT                  | \$1.00000  | \$2,600.00                     | 09/23/2019                              |
|  |   |            |           |                      |            | <b>Schedule Total</b>          | <input type="text" value="\$2,600.00"/> |
|  |   |            |           | ReqID:<br>0000008143 |            |                                |   |
| MEETING LOCATION:<br>Courtyard Tyler, 7424 South Broadway Avenue, Tyler, TX 75703                                  |   |            |           |                      |            |                                |   |
| Wednesday, October 30, 2019<br>8:00 am - 8:00 pm<br>Crescent Round Tables for 150 attendees<br>Room: Hollytree 1 2 |   |            |           |                      |            |                                |   |
| Thursday, October 31, 2019<br>8:00 am - 8:00 pm<br>Crescent Round Tables for 150 attendees<br>Room: Hollytree 1 2  |   |            |           |                      |            |                                |   |
|  |   |            |           |                      |            | <b>Item Total for Line # 1</b> | <input type="text" value="\$2,600.00"/> |

**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

*[Handwritten Signature]* CTPM, CCM

**10/18/2019**