



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007401

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US MAIL** PCC: **C** Date: **09/2** PO Method: **7/19** **BC** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: WORKQUEST
 1011 E 53rd St
 AUSTIN TX 78751
 United States

Ship To: 1P23 - Veh Titles and Reg
 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 1741976051 1

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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:

Texas Industries for the Blind and Handicapped (TIBH):
 Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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.

PEAK PERFORMERS CONTACT:
 PAULA BACZEWSKI, STAFFING CONSULTANT
 PHONE: (512) 453-8833 x101
 EMAIL: PAULA@PEAKPERFORMERS.ORG

TxDMV ACCOUNTS PAYABLE CONTACT:
 LISA SELVERA
 PHONE: (512) 465-4027
 EMAIL: LISA.SELVERA@TXDMV.GOV

INVOICE EMAIL: DMV_FIN-INVOICES@TXDMV.GOV

SUPERVISOR: JOHN DEES
 PHONE: (512) 465-1439
 EMAIL: JOHN.DEES@TXDMV.GOV

SECONDARY APPROVER:
 PATRICIA UECKERT
 PHONE: (512) 465-4094
 EMAIL: PATRICIA.UECKERT@TXDMV.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.

Authorized Signature

09/27/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	TEMPORARY PERSONNEL, DISTRICT 14, JOB CLASS CODE: 0156; JOB CLASS TITLE: ADMINISTRATIVE ASSISTANT IV; ENTRY LEVEL	962/69	1017.0000	HR	\$29.49000	\$29,991.33	09/27/2019
						Schedule Total	<input type="text" value="\$29,991.33"/>
						<u>ReqID:</u>	
						0000008251	
<p>SERVICE PERIOD: OCTOBER 1, 2019 - MARCH 31, 2020 CONTRACTOR NAME: ALLISON SEAMANS WORK LOCATION: 4000 JACKSON AVENUE, AUSTIN, TX 78731, VEHICLE TITLES AND REGISTRATIONS DIVISION (VTR), BUILDING 1, FOURTH FLOOR</p> <p>JOB DUTIES: - ASSIST VTR TRAINING SPECIALIST WITH UPDATING, MODIFYING, AND CREATING TRAINING MODULES IN THE LEARNING MANAGEMENT SYSTEM (LMS). - REVIEW LMS RTS TRAINING MODULES FOR PROPER FUNCTIONALITY AND INTERACTIVITY, STYLE CONSISTENCY, PROOFING, EDITING FOR GRAMMAR AND SPELLING. PERFORM DATA ENTRY, CREATE PAGE LAYOUTS, FORMAT TEXT AND IMPORT GRAPHICS AND AUDIO FILES.</p>							
						Item Total for Line # 1	<input type="text" value="\$29,991.33"/>

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

Richard R. [Signature] CTPM, CTCM

09/27/2019