



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007410

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **I** Date: **10/01/19** PO Method: **CP** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** NEW HORIZONS COMPUTER LEARNING CENTER OF  
 PO BOX 679083  
 Dallas TX 75267-9083  
 United States

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

**Vendor ID:** 1200839056 4

**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:**

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

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.

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.

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

New Horizon contact:  
 Chuck Weisbrich, chuck.weisbrich@nhclc.com or sales.austin@newhorizons.com

New Horizon Austin, 512-349-9555, ext. 2460  
 300 E Highland Mall Blvd.Suite 100  
 Austin, TX 78752

Each class is normally \$295 but all state agencies get a discounted rate of \$139.69 through DIR contract #DIR-TSO-3961.

**Authorized Signature**

*Rodrigo Garcia*

**10/01/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	New Horizons - Excel 2016 - Part 1	920/91	2.0000	EA	\$139.69000	\$279.38	10/10/2019
						<b>Schedule Total</b>	<input type="text" value="\$279.38"/>
						<u>ReqID:</u> 0000008258	
<p>COURSE PROVIDER: New Horizons Computer Learning Center          COURSE: Excel 2016 - Part 1          LOCATION: 300 E. Highland Mall Blvd, Suite 100, Austin 78752</p> <p>COURSE DATE ATTENDEE:          Melanie Joswick to attend on 10/10/19, 8:00 am - 4:00 pm          512-465-4046, melanie.joswick@txdmv.gov          Tania Sanders to attend on 10/24/19, 8:00 am - 4:00 pm          512-872-8063, tania.sanders@txdmv.gov</p>							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$279.38"/>
2- 1	New Horizons - Excel 2016 - Part 2	920/91	1.0000	EA	\$139.69000	\$139.69	10/25/2019
						<b>Schedule Total</b>	<input type="text" value="\$139.69"/>
						<u>ReqID:</u> 0000008258	
<p>COURSE PROVIDER: New Horizons Computer Learning Center          COURSE: Excel 2016 - Part 2          LOCATION: 300 E. Highland Mall Blvd, Suite 100, Austin 78752</p> <p>COURSE DATE ATTENDEE:          Tania Sanders to attend on 10/25/19, 10:00 am - 6:00 pm          512-872-8063, tania.sanders@txdmv.gov</p>							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$139.69"/>
						<b>Total PO Amount</b>	<input type="text" value="\$419.07"/>

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**  
  
10/01/2019