



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007575

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **E** Date: **10/30/19** PO Method: **SV** Dispatch: **Dispatch** Rev Dt:  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** NORRIS CONFERENCE CENTERS  
 DBA NORRIS CONFERENCE CENTERS  
 13810 CHAMPION FOREST DR STE 144  
 HOUSTON TX 77069-1868  
**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:** 1742582711 4

**Purchaser:** Debra A Rosas  
**Phone:** 512/465-1257  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Debra.Rosas@txdmv.gov

Bill to **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.

NORRIS CONFERENCE CENTERS CONTACT:  
 APRIL MCCOY  
 EMAIL: A.MCCOY@NORRISCENTERS.COM

TXDMV DIVISION: ENFORCEMENT  
 TXDMV CONTACT:  
 STACEY CULLEN, 512-465-4164  
 EMAIL: STACEY.CULLEN@TXDMV.GOV

PO EDIT: 12/5/2019; BY DROSAS  
 CHANGED THE MEETING DATE FROM JANUARY 23-24, 2020, TO JANUARY 22-23, 2020  
 PO TOTAL DID NOT CHANGE  
 REASON: PER DIVISION, NEW AGREEMENT ATTACHED

**Authorized Signature**

**10/30/2019**



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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<b>Line-Sch:</b> 1-1	<b>Line Description:</b> MEETING SPACE RENTAL - NORRIS CONFERENCE CENTERS SAN ANTONIO	<b>Class/Item:</b> 971/65	<b>Quantity:</b> 2865.9000	<b>UOM:</b> UNT	<b>Unit Price:</b> \$1.00000	<b>Extended Amt:</b> \$2,865.90	<b>Due Date:</b> 11/12/2019
						<b>Schedule Total</b>	<input type="text" value="\$2,865.90"/>
						<b>ReqID:</b> 0000008399	
MEETING DATE: JANUARY 22-23, 2020 MEETING TITLE: SALVAGE AND DEALER TRAINING MEETING TIME: 7:00 AM - 5:00 PM MEETING LOCATION: 618 NW LOOP 410, SUITE 207, SAN ANTONIO, TEXAS 78216							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$2,865.90"/>

**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

**10/30/2019**