



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000007710

Payment NET3 Freight FOB Ship Via: VNDR PCC: 0 Date: 12/04/19 PO Method: IA 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: STATE AUDITOR'S OFFICE
PO BOX 12067
AUSTIN TX 787112067
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: 3308308308 0

Purchaser: Rodrigo Garcia
Phone: 512/465-4181
Fax: 512/465-5641

Bill to Fax:

Email: Rodrigo.Garcia@txdmv.gov

Bill to Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Texas Government Code Sec. 2102.011 requires TxDMV's Internal Audit Division to conform to the International Professional Practices Framework (Red Book) and Generally accepted government auditing standards (Yellow Book). The Red Book requires internal auditors to refresh their knowledge through continuing professional development. The Yellow Book requires at internal auditors to complete at least 80 hours of continuing professional education every two years.

Interagency Agreement Contract Act:
Texas Government Code, Title 7, Chapter 771

Quantity(ies):
Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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

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.

Vendor contact: Jo Dale Guzman, (512) 936-9460, jodale.guzman@sao.texas.gov

Authorized Signature

Handwritten signature of Rodrigo Garcia

12/04/2019



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 Business Unit # 60800
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TxDMV Contact: Renee Israel @ bldg. 6, (512) 465-1420, Renee.Israel@TxDMV.gov

PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch: 1-1	Line Description: Advanced Technical Writing	Class/Item: 924/25	Quantity: 2.0000	UOM: EA	Unit Price: \$449.00000	Extended Amt: \$898.00	Due Date: 12/04/2019
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Schedule Total

ReqID:
0000008420

Course: Advanced Technical Writing
 Date(s): Jun 24, 2020 - Jun 25, 2020
 Time: 8:15AM - 4:30PM
 Cancellation Date: Jun 17, 2020
 Location: JOHN M. KEEL LEARNING CENTER
 City: Austin
 Attendees: Beverly Musgrove and Tanya Vernon.

Item Total for Line # 1

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

Rodrigo Garcia

12/04/2019