



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 000007730  
 Purchase Order Change Notice (# 1)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **12/09/19** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **12/09/19**  
 Terms: **0** Terms: **Destination** **Via Print**

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

**Vendor:** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
 TEXAS PROCUREMENT AND SUPPORT DIVISION  
 PO BOX 13186  
 AUSTIN TX 787113186  
 United States

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

**Vendor ID:** 3304304304 2

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

**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:**

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

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.

TxDMV Contact: Monica Hernandez, (512) 465-1261, Monica.Hernandez@TxDMV.gov

Supplier information:

Training and Policy Development  
 Attn: Budget and Internal Accounting  
 P.O. Box 13186  
 Austin, TX 78711-3186  
 EMAIL: @cpa.texas.gov  
 PHONE: 512-463-5355

Travis Reese

**Authorized Signature**

*Rodrigo Garcia*

12/09/2019



Texas Department of Motor Vehicles  
 Business Unit # 60800  
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512-465-4180  
 Travis.Reese@TxDMV.gov  
 Invoice #: 10032186

Lydia Rodriguez-Torres  
 512-465-5808  
 Lydia.RodriguezTorres@TxDMV.gov  
 Invoice # 10032201

POCN 1 by Rodrigo Garcia on 12/09/2019. Corrected supplier name to Texas Comptroller of Public Accounts from University of Texas at Austin  
 PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Course - Certified Texas Contract Developer	924/20	2.0000	EA	\$375.00000	\$750.00	12/12/2019

Schedule Total

ReqID:  
0000008539

Course - Certified Texas Contract Developer  
 Date: December 10-12, 2019  
 Time: 9:00AM - 4:30PM  
 Location: CPA Distribution Center Classroom, 1811 Airport Blvd, Austin, TX 78702  
 Employees Attending: Lydia Rodriguez-Torres and Travis Reese

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*

12/09/2019