



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007826
 Purchase Order Change Notice (# 2)

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **K** Date: **01/07/20** PO Method: **PB** Dispatch: **Dispatch** Rev Dt: **01/14/20**
 Terms: **0** Terms: **Destination** **Via Print**

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

Vendor: CAPITOL INFORMATION GROUP INC
 DBA BUSINESS MANAGEMENT DAILY
 PO BOX 9070
 MC LEAN VA 221020070
 United States

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

Vendor ID: 1270249238 5

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Tiffanay Heather Waller
Phone: 512/465-4193
Fax: 512/465-5641

Bill to **Fax:**

Email: Tiffanay.Waller@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.

PAYMENT TERMS:

Please pay immediately upon receipt of invoice.
 Subscription becomes effective upon receipt of payment.

TxDmv Contact:

Renee Israel
 512-465-1420
 Renee.Israel@txdmv.gov

Administrative Professional Contact:

Customer Service Center
 P.O. Box 9070
 McLean, VA 22102-0070
 800-543-2055
 Customer@AdminProToday.com
 Notice # SBQ6R09 Account # 43752002

POCN # 1 - 1-10-20

Tiffanay Waller
 Corrected NIGP Class and Item from 924/60 to 956/49.

Authorized Signature

01/14/2020



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POCN # 2 - 1-14-20
 Tiffanay Waller
 Vendor called on 1-14-20 and advised that they do not accept PO as form of payment. Paid with credit card and will source req #7456 to the January Bank Statement.

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	Administrative Professional Subscription - 1 year	956/49	1.0000	YR	\$101.00000	\$0.00	CANCEL

Schedule Total

Renee Israel - Bldg. 6

Subscription for Renee Israel
 *This was approved by Richard Goldsmith

Changed funding from FY2019 to FY2020 - per conversation with Renee on 1-7. This PO #7826 will be for a new service. Services are expired.

TERM OF SERVICE: JANUARY 7, 2020 to JANUARY 6, 2021

Item Total for Line # 1

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

01/14/2020