



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000007853

Payment **NET3** Freight **FOB** Ship Via: **US MAIL** PCC: **0** Date: **01/15/20** PO Method: **DG** 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:** WORKQUEST  
1011 E 53rd St  
AUSTIN TX 78751  
United States

**Ship To:** 1P23 - Veh Titles and Reg  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1741976051 1

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

**Purchaser:** Travis Reese  
**Phone:** 512 4654180  
**Fax:** 512/465-5641

Bill to **Fax:**

**Email:** Travis.Reese@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.

**Texas Industries for the Blind and Handicapped (TIBH):**

Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

**TxDMV Contact:**

Patricia Ueckert  
Patricia.Ueckert@TxDMV.gov  
(512) 465-4094

**Work location:**

TxDMV Headquarters, Building 1, 4th floor  
4000 Jackson Avenue  
Austin, TX 78731  
Division: Vehicle Titles and Registration

**Supervisor:**

Patricia Ueckert  
Patricia.Ueckert@TxDMV.gov  
(512) 465-4094

**Authorized Signature**

**01/15/2020**



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000007853

Vendor Contact:  
 Paula Baczewski  
 Paula@peakperformers.org  
 (512) 453-8833 x101

Term Contract# 962-M3  
 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> Temporary Personnel Class Code: 0152 Title: Administrative Assistant Level: II Experience: Experienced	<b>Class/Item:</b> 962/69	<b>Quantity:</b> 504.0000	<b>UOM:</b> HR	<b>Unit Price:</b> \$27.77000	<b>Extended Amt:</b> \$13,996.08	<b>Due Date:</b> 01/16/2020
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Schedule Total

ReqID:  
0000008670

Kerry Tschoerner  
 Service Term: 01/16/2020 - 04/15/2020  
 Not to exceed 504 hours

Duties to include:  
 VTR needs an administrative assistant for approximately two to three months (anticipated duration of two months, but could extend to three months) to provide support for the VTR front office (deputy division director) while the current executive assistant is on leave. The temporary worker would assist by answering phones, delivering and retrieving documents, shredding, and similar light office work.

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

01/15/2020