



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007942

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **02/06/20** PO Method: **SV** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor: ELEGANTE HOTEL
 PO BOX 204552
 DALLAS TX 75320-4552
 United States

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

Vendor ID: 1202045716 9

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

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.

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Hotel Occupancy Tax Legal Citation: Texas Tax Code §156.051 (2003), §156.052 (1987), and §156.103(b) (1999): Texas state agencies shall pay the state hotel occupancy tax imposed by this chapter at a rate of 6% of the price paid for a room in a hotel.

Per BEO# 110515-01

TxDMV Contact:
 Stacey Cullen
 Stacey.Cullen@TxDMV.gov
 (512) 465-4164

Vendor Contact:
 Kristina Esparza
 KEsparza@mcmelegante.com
 (325) 698-1234 x416

Authorized Signature

02/07/2020



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PO Line Info

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
Line-Sch: 1-1	Line Description: Meeting space for Abilene DTS / Salvage Seminar 03/18/2020 - 03/19/2020	Class/Item: 971/65	Quantity: 686.0000	UOM: UNT	Unit Price: \$1.00000	Extended Amt: \$686.00	Due Date: 02/07/2020
						Schedule Total	\$686.00
				ReqID: 0000008716			
						Item Total for Line # 1	\$686.00

Total PO Amount \$686.00

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

02/07/2020