



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000007972
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** 0 **Date:** 02/14/20 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 02/25/20

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

Vendor ID: 3308308308 0

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

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Email: Travis.Reese@txdmv.gov

Bill To Fax:

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

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:
 Renee Israel
 Renee.Israel@TxDMV.gov
 (512) 465-1420

Vendor Contact:
 Jo Dale Guzman

Authorized Signature

02/25/2020



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jodale.guzman@sa.texas.gov
 (512) 936-9460

POCN#1 - Travis R, 02/25/2020 - Audit Writing class full, changed class to Advanced Technical Writing (taking place Jun 24-25, 2020)

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Advanced Technical Writing	924/25	1.0000	EA	\$449.00000	\$449.00	02/21/2020

Schedule Total

ReqID:
0000008745

Advanced Technical Writing
 Date(s): Jun 24,2020 - Jun 25, 2020
 Time: 8:15 am - 4:30 pm
 Location: JOHN M. KEEL LEARNING CENTER
 City: Austin
 Attendee: Claudette Otis-Watkins

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

02/25/2020