



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 000008004  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30  
**Freight Terms:** FOB Destination  
**Ship Via:** See Detail Below  
**PCC:** 0  
**Date:** 02/27/20  
**PO Method:** IA  
**Dispatch:** Dispatch Via Print  
**Rev Dt:** 05/14/20

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

**Vendor:** STATE BAR OF TEXAS  
 PROFESSIONAL DEVELOPMENT  
 LB #972298  
 PO BOX 972298  
 DALLAS TX 75397-0001  
 United States

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

**Vendor ID:** 3202202202 7

**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:**

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

**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:**

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

**Vendor Contact:**

Customer Service  
 (800) 204-2222  
 CLRegistration@texasbar.com

**POCN1, Travis R, 05/14/2020:**

Line 1, attendees Heather Pierce, Brian Coats, Karen Meisel. Corrected price from \$545 to State attorney price of \$395  
 Line 2, attendee Dawn Burton changed course date from July 23-24 to June 11-12. Corrected price from \$495 to State attorney price of \$395  
 Added Line 3, attendee LaDonna Castanuela, July 23-24 webcast  
 Added Line 4, attendees Brian Ge, Jennafer Tallant, June 11-12 webcast

**Authorized Signature**

**05/14/2020**



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008004  
Purchase Order Change Notice (# 1)

| Line-Sch:   | Line Description:                                       | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:           | Due Date:  |
|---|---|-------------|-----------|------|-------------|-------------------------|------------|
| 1-1   | Advanced Administrative Law Course 2020<br>June Webcast | 924/25      | 3.0000    | EA   | \$395.00000 | \$1,185.00              | 06/11/2020 |
|   |   |             |           |      |             | Schedule Total          | \$1,185.00 |
|   |   |             |           |      |             | ReqID:                  | 0000008770 |
| Class: Advanced Administrative Law Course 2020 - Webcast        |   |             |           |      |             |                         |            |
| Jun 11-12, 2020 from 8:50 am to 4:30 pm                         |   |             |           |      |             |                         |            |
| MCLE Credit: 12.25 hrs (includes 3.5 hrs ethics)                |   |             |           |      |             |                         |            |
| MCLE No: 174071070  |   |             |           |      |             |                         |            |
| Attendees:  |   |             |           |      |             |                         |            |
| Heather Pierce, Heather.Pierce@TxDMV.gov - BAR ID: 24067969     |   |             |           |      |             |                         |            |
| Brian Coats, Brian.Coats@TxDMV.gov - BAR ID: 24072999           |   |             |           |      |             |                         |            |
| Karen Meisel, Karen.Meisel@TxDMV.gov - BAR ID: 24038890         |   |             |           |      |             |                         |            |
|   |   |             |           |      |             | Item Total for Line # 1 | \$1,185.00 |
| 2-1   | Advanced Administrative Law Course 2020<br>June Webcast | 924/25      | 1.0000    | EA   | \$395.00000 | \$395.00                | 07/23/2020 |
|   |   |             |           |      |             | Schedule Total          | \$395.00   |
|   |   |             |           |      |             | ReqID:                  | 0000008770 |
| Class: Advanced Administrative Law Course 2020 - Webcast        |   |             |           |      |             |                         |            |
| Jun 11-12, 2020 from 8:50 am to 4:30 pm                         |   |             |           |      |             |                         |            |
| MCLE Credit: 12.25 hrs (includes 3.5 hrs ethics)                |   |             |           |      |             |                         |            |
| MCLE No: 174071070  |   |             |           |      |             |                         |            |
| Attendee: Dawn Burton, Dawn.Burton@TxDMV.gov - BAR ID: 24038795 |   |             |           |      |             |                         |            |
|   |   |             |           |      |             | Item Total for Line # 2 | \$395.00   |

Authorized Signature

05/14/2020



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| Line-Sch:   | Line Description:  | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:           | Due Date:  |
|---|--|-------------|-----------|------|-------------|-------------------------|------------|
| 3-1   | Advanced Administrative Law Course 2020 July Webcast, Replay | 715/90      | 1.0000    | EA   | \$345.00000 | \$345.00                | 05/14/2020 |
|   |  |             |           |      |             | Schedule Total          | \$345.00   |
| <b>ReqID:</b><br>0000009047   |  |             |           |      |             |                         |            |
| Class: Advanced Administrative Law Course 2020 - Webcast, Replay              |  |             |           |      |             |                         |            |
| Jul 23-24, 2020 from 8:55 am to 5:30 pm                                       |  |             |           |      |             |                         |            |
| MCLE Credit: 12 hrs (includes 2.75 hrs ethics)                                |  |             |           |      |             |                         |            |
| MCLE No: 174071998  |  |             |           |      |             |                         |            |
| Attendee: LaDonna Castanuela, LaDonna.Castanuela@TxDMV.gov - BAR ID: 03980985 |  |             |           |      |             |                         |            |
|   |  |             |           |      |             | Item Total for Line # 3 | \$345.00   |

| Line-Sch:  | Line Description:                                    | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt:           | Due Date:  |
|--|--|-------------|-----------|------|-------------|-------------------------|------------|
| 4-1  | Advanced Administrative Law Course 2020 June Webcast | 963/37      | 2.0000    | EA   | \$395.00000 | \$790.00                | 05/22/2020 |
|  |  |             |           |      |             | Schedule Total          | \$790.00   |
| <b>ReqID:</b><br>0000009142  |  |             |           |      |             |                         |            |
| Class: Advanced Administrative Law Course 2020 - Webcast   |  |             |           |      |             |                         |            |
| Jun 11-12, 2020 from 8:50 am to 4:30 pm  |  |             |           |      |             |                         |            |
| MCLE Credit: 12.25 hrs (includes 3.5 hrs ethics)   |  |             |           |      |             |                         |            |
| MCLE No: 174071070   |  |             |           |      |             |                         |            |
| Attendees:<br>Brian Ge, Brian.Ge@TxDMV.gov - BAR ID: 24065284<br>Jennafer Tallant, Jennafer.Tallant@TxDMV.gov - BAR ID: 24076727 |  |             |           |      |             |                         |            |
|  |  |             |           |      |             | Item Total for Line # 4 | \$790.00   |

Total PO Amount \$2,715.00

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

05/14/2020