**Texas Department of Motor Vehicles**  
Business Unit # 60800  
Purchase Order # 0000008422  
Purchase Order Change Notice (# 1)

<table>
<thead>
<tr>
<th>Payment</th>
<th>NET30</th>
<th>Freight FOB</th>
<th>Ship Via: US MAIL</th>
<th>PCC: 0</th>
<th>Date: 06/15/20</th>
<th>PO Method: IA</th>
<th>Dispatch: Via Print</th>
<th>Rev Dt: 06/19/20</th>
</tr>
</thead>
</table>

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

**Vendor:** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
111 E 17TH ST  
AUSTIN TX 787740001  
United States

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

**Vendor ID:** 3304304304 2

**Purchaser:** Travis Reese

**Phone:** 512 4654180

**Fax:** 512/465-5641

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

**Bill To Fax:**

**Bill To Email:** DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**

- **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:**

Statewide Procurement Division, Training and Certification Program  
cb@cpa.texas.gov  
(512) 463-5355

**Authorized Signature**

![Signature]

06/19/2020
POCN1, Travis R, 06/19/2020: Added line 2 for attendees Renee Israel and Grady Meyer - June 24 class

<table>
<thead>
<tr>
<th>Line-Sch:</th>
<th>Line Description:</th>
<th>Class/Item:</th>
<th>Quantity:</th>
<th>UOM</th>
<th>Unit Price:</th>
<th>Extended Amt:</th>
<th>Due Date:</th>
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<tbody>
<tr>
<td>1-1</td>
<td>Certified Texas Contract Manager - June 16-17, 2020 Time: 9:00 am - 4:30 pm CST - (June 16, 2020 09:00 am - 04:30 pm) Attends: Richard Goldsmith</td>
<td>924/25</td>
<td>1.0000</td>
<td>EA</td>
<td>$375.000000</td>
<td>$375.00</td>
<td>06/16/2020</td>
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<td>Schedule Total</td>
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<td>RegID:</td>
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<td>Schedule Total</td>
<td>$750.00</td>
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<td>0000009215</td>
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<td>Total PO Amount</td>
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</tbody>
</table>

All Shipment, 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

06/19/2020
Order received

INVOICE NUMBER: 10033413
DATE: June 15, 2020
TOTAL: $375.00
PAYMENT METHOD: PO payments

EMAIL: grady.meyer@txdmv.gov

Agency PO Number: 0000008422

Remit checks and a copy of the confirmation/invoice to:

If paying for BTP, CTCM, or CTCD Class, use the following Payment Process:
Remit checks and a copy of this invoice for BTP, CTCM, or CTCD to:

Training and Policy Development
Attn: Budget and Internal Accounting
P.O. Box 13186
Austin, TX 78711-3186

If paying by electronic funds transfer for BTP, CTCM, or CTCD:

Electronic Deposit:
FEI #74-6000089
ITV RTI #302700
Agency Code: 3 304 304 304 2 008

- Student cancellations must occur at least five (5) business days prior to the class start. The full cost of the class will be charged if the cancellation is not received within the required five (5) day period.
- Payment is still required for a student that no shows or for partial class attendance.

https://spdedu.cpa.texas.gov/checkout/order-received/286653/?key=wc_order_aTy6BssSfazrd
Please FORWARD this to your Agency’s Accounts Payable Office IMMEDIATELY for payment

### Invoice details

<table>
<thead>
<tr>
<th>Product</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Texas Contract Manager – June 24-25, 2020 Time: 9:00 am-4:30 pm CST × 1</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

Subtotal: $375.00

Payment method: PO payments

Total: $375.00

### Student Information

Grady Meyer

☑ grady.meyer@txdmv.gov

### Billing address

Grady Meyer
TxDMV
4000 Jackson Ave
Austin, TX 78731

📞 5124651446

☑ grady.meyer@txdmv.gov

https://spdedu.cpa.texas.gov/checkout/order-received/286653/?key=wc_order_aTy6BssSfa2rd
Order received

INVOICE NUMBER: 10033415
DATE: June 16, 2020
TOTAL: $375.00
PAYMENT METHOD: PO payments

EMAIL: Renee.Israel@TxDMV.gov

Agency PO Number: 0000008422

Remit checks and a copy of the confirmation/invoice to:

If paying for BTP, CTCM, or CTCD Class, use the following Payment Process:
Remit checks and a copy of this invoice for BTP, CTCM, or CTCD to:

Training and Policy Development
Attn: Budget and Internal Accounting
P.O. Box 13186
Austin, TX 78711-3186

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</tr>
</tbody>
</table>

Subtotal: $375.00

Payment method: PO payments

Total: $375.00

### Student Information

Elizabeth Israel

☑️ Renee.Israel@TxDMV.gov

### Billing address

Elizabeth Israel
Texas Department of Motor Vehicles
4000 Jackson Ave
Austin, TX 78731

☎️ 5124651420

☑️ Renee.Israel@TxDMV.gov