



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008516

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 07/17/20 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

**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:**

**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.

**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

**TxDMV Contact:**

Monica Hernandez  
 Monica.Hernandez@TxDMV.gov  
 (512) 465-1261

**Vendor Contact:**

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

**Authorized Signature**

**07/17/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Training - Using Excel Pivot Tables, Power Pivot and Power Query to Analyze Data	924/25	1.0000	EA	\$299.00000	\$299.00	07/31/2020
						<b>Schedule Total</b>	<input type="text" value="\$299.00"/>
				<b>ReqID:</b>			
				0000009366			
Date(s): August 3, 2020 - August 4, 2020							
Time: 8:15AM - 4:30PM							
Location: Online							
Cancellation Date: July 28, 2020							
Employee attending: Frances Barker							
Employee telephone: 512-465-1330							
Employee email: Frances.Barker@TxDMV.gov							
Potential CPE Credits: 16.0							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$299.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$299.00"/>

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  
  
07/17/2020