



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000008738

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** E **Date:** 09/15/20 **PO Method:** SP **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** YELLOWBOOK-CPE L.L.C.  
PO BOX 202138  
AUSTIN TX 78720-2138  
United States

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

**Vendor ID:** 1810763727 6

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**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.

**Vendor Contact:** Leita Hart-Fanta  
CPA, CGFM, CGAP Yellowbook-CPE  
Phone: 512/689-5659  
Email: Leita@yellowbook-cpe.com

**TxDMV Contact:** Renee Israel  
Motor Carrier Operations  
Phone: 512/465-1420  
Email: renee.israel@txdmv.gov

**Authorized Signature**

**09/15/2020**

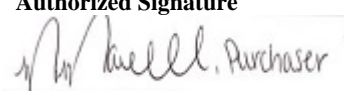


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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Class - How to Use Microsoft Teams on Your Audit - Video Course	924/25	1.0000	EA	\$100.00000	\$100.00	09/17/2020
						<b>Schedule Total</b>	<input type="text" value="\$100.00"/>
						<b>ReqID:</b>	
						0000009655	
Attendee: Tammy Russ IRP Compliance Auditor Phone: 512/465-1241 Email: tammy.russ@txdmv.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$100.00"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Virtual Audit Bootcamp - December 7-11, 2020	924/25	1.0000	EA	\$675.00000	\$675.00	09/15/2020
						<b>Schedule Total</b>	<input type="text" value="\$675.00"/>
						<b>ReqID:</b>	
						0000009342	
Attendee: Amy Caldwell IRP Compliance Auditor Phone: 512/465-5685 Email: amy.caldwell@txdmv.gov						<b>Item Total for Line # 2</b>	<input type="text" value="\$675.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$775.00"/>

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**  
  
 Purchaser  
 09/15/2020