



**Texas Department of Motor Vehicles**  
 Business Unit # 60800  
 Purchase Order # 0000008896  
 Summary Document ? Do Not Dispatch To Vendor  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** H **Date:** 10/26/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/18/20

THIS DOCUMENT IS A SUMMARY DOCUMENT. ITS PURPOSE IS TO ACCUMULATE INDIVIDUAL TRANSACTION DATA. FOLLOWING RECONCILIATION, TRANSACTION LINES WILL BE COPIED TO A MULTI-VENDOR VOUCHER, PAYABLE TO CITIBANK N A.

**Vendor:** CITIBANK N A  
 COMMERCIAL CARD SETTLEMENT ACTIVITY  
 PROCUREMENT CARD PAYMENTS  
 PO BOX 78025  
 PHOENIX AZ 85062-8025  
 United States

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

**Vendor ID:** 1135266470 7

**Purchaser:** Ryan Martin Brown  
**Phone:**  
**Fax:**

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

**Email:** Ryan.Brown@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

"Membership" Lobbying Prohibition

In accordance with Texas Government Code, § 556.005(b), as a state agency, the Texas Department of Motor Vehicles ("Department") may not use appropriated money to pay, on behalf of the Department or an officer or employee of the Department, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, § 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, § 556.005.

In accordance with Texas Government Code, § 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2); or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision that violates Texas Government Code, § 556.0055 is not eligible to receive additional state funds.

Therefore, by accepting this purchase order (P.O.), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist.

Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

**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

**Authorized Signature**

**11/18/2020**



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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:  
 Jacob Geray  
 jacob.geray@txdmv.gov  
 (512) 465-1332

Vendor contact:  
 ISACA  
 +1-847-660-5505  
 isaca\_support@mailmw.custhelp.com  
 1700 E. Golf Road, Suite 400, Schaumburg, Illinois 60173, USA  
 POCN 1: Changed supplier details to 45 instead of 46, and Price Qty to Line quant.

To renew and add memberships to the Information Systems Audit and Control Association (ISACA) for the IAD Director and auditors who plan to acquire a Certified Information Systems Auditor (CISA) certification this fiscal year. ISACA membership confers discounts on IT audit training and audit templates, and increased CISA certification improves IAD's abilities to effectively audit TxDMV's information systems.

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	FY21 ISACA Dues- Sandra Menjivar-Suddeath	963/48	1.0000	EA	\$205.00000	\$205.00	12/30/2020
						<b>Schedule Total</b>	<input type="text" value="\$205.00"/>
				<b>ReqID:</b>	0000009762		
						<b>Item Total for Line # 1</b>	<input type="text" value="\$205.00"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	FY21 ISACA Dues-Derrick Miller	963/48	1.0000	EA	\$160.00000	\$160.00	11/20/2020
						<b>Schedule Total</b>	<input type="text" value="\$160.00"/>
				<b>ReqID:</b>	0000009762		
						<b>Item Total for Line # 2</b>	<input type="text" value="\$160.00"/>

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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	FY21 ISACA new membership-Frances Barker	963/48	1.0000	EA	\$170.00000	\$170.00	11/20/2020
						<b>Schedule Total</b>	<input type="text" value="\$170.00"/>
				<b>ReqID:</b>			
				0000009762			
						<b>Item Total for Line # 3</b>	<input type="text" value="\$170.00"/>
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	FY21 new membership-Jacob Geray	963/48	1.0000	EA	\$170.00000	\$170.00	11/20/2020
						<b>Schedule Total</b>	<input type="text" value="\$170.00"/>
				<b>ReqID:</b>			
				0000009762			
						<b>Item Total for Line # 4</b>	<input type="text" value="\$170.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$705.00"/>

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>

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