



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008902  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** 0 **Date:** 10/26/20 **PO Method:** IA **Dispatch:** Dispatch **Rev Dt:** 10/26/20  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
 PO BOX 7246  
 AUSTIN TX 78713-7246  
 United States

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

**Vendor ID:** 3721721721 7

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

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

**Bill To Fax:**

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

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

**PO Information:**

POCN 1: Updated vendor ID to correct UT vendor. Changed PO reference to match previous PO's.

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:  
 Lori Paul  
 Lori.G.Paul@txdmv.gov  
 512-465-4048

Vendor contact:  
 cpe@austin.utexas.edu  
 Texas Extended Campus  
 The University of Texas at Austin  
 1616 Guadalupe Street  
 Suite 2.408  
 Austin, TX 78701

Phone: 512-232-6520

Fax: 512-471-2905

**Authorized Signature**

**10/26/2020**



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**Attendees:**

Charlotte Kirk  
 charlotte.kirk@txdmv.gov  
 713-316-6128


Joanna Flores  
 joanna.flores@txdmv.gov  
 361-808-3910

Amber Wilson  
 Amber.wilson@txdmv.gov  
 817-285-1510

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	UT CPE - Critical Problem Solving and Decision Making	963/37	1.0000	EA	\$495.00000	\$495.00	10/27/2020
						<b>Schedule Total</b>	<input type="text" value="\$495.00"/>
				<b>ReqID:</b>	0000009824		
UT Center for Professional Education COURSE: Critical Problem Solving and Decision Making COURSE ID: LA-2102-007 DATE: 11/12/20 and 11/13/20; 9:30 am - 12:30 pm LOCATION: On-line ATTENDEE: Charlotte Kirk Charlotte.Kirk@txdmv.gov 713-316-6128							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$495.00"/>

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	UT CPE - Building Personal Leadership Skills	963/37	1.0000	EA	\$495.00000	\$495.00	10/27/2020
						<b>Schedule Total</b>	<input type="text" value="\$495.00"/>
				<b>ReqID:</b>	0000009824		
UT Center for Professional Education COURSE: Building Personal Leadership Skills COURSE ID: BUS-1101-016 DATE: 11/18/20 and 11/19/20; 1:00 pm - 4:30 pm LOCATION: On-line ATTENDEE: Joanna Flores Joanna.Flores@txdmv.gov 361-808-3910							
						<b>Item Total for Line # 2</b>	<input type="text" value="\$495.00"/>

**Authorized Signature**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	UT CPE - Unlocking Your Leadership through Power of Emotional Intelligence	963/37	1.0000	EA	\$495.00000	\$495.00	10/27/2020
						<b>Schedule Total</b>	<input type="text" value="\$495.00"/>
				<b>ReqID:</b>			
				0000009824			
 UT Center for Professional Education COURSE: Unlocking Your Leadership through Power of Emotional Intelligence COURSE ID: BUS-1128-004 DATE: 12/7/20; 1:00 pm - 5:00 pm LOCATION: On-line ATTENDEE: Amber Wilson Amber.Wilson@txdmv.gov 817-285-1510							
						<b>Item Total for Line # 3</b>	<input type="text" value="\$495.00"/>

**Total PO Amount**

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**  
  
**10/26/2020**