



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000008903  
 Summary Document ? Do Not Dispatch To Vendor  
 Purchase Order Change Notice (# 2)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** H **Date:** 10/27/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/19/20

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

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

**Vendor ID:** 1135266470 7

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

**Bill To Fax:**

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

**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.

**TxDmv Contact:**  
 Jennifer Whittaker  
 jennifer.whittaker@txdmv.gov  
 (512) 465-1386

**Vendor Contact:**  
 mcle@texasbar.com  
 1-800-204-2222 ext. 1806  
 POCN 1: Changed supplier details from 046 to 045  
 POCN 2: Changed price from 50 to 50.92 due to transaction fee.

This course on handling personal and confidential Information is targeted toward all TxDMV attorneys, to make sure that they understand and follow all precautions and security practices in order to protect this information, that belongs to the public and the businesses we serve. Obtaining accreditation for the in-house course will allow the attorneys to earn 1 credit hour toward their continuing legal education requirements.

**Authorized Signature**

**11/19/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	In-House Course Design Attorney Handling of Personal Information - CLE Accreditation Application Fee	924/25	1.0000	EA	\$50.92000	\$50.92	10/30/2020
						<b>Schedule Total</b>	<input type="text" value="\$50.92"/>
						<b>RegID:</b> 0000009770	
Vendor information: State Bar of Texas Vendor ID: 3202202202  Texas Law Center 1414 Colorado Street Austin, Texas 78701  Main phone: 512.427.1463 Toll free: 800.204.2222							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$50.92"/>

**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

11/19/2020