



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000008941

Payment NET30 Freight FOB Ship Via: NA PCC: E Date: 10/30/20 PO Method: SP Dispatch: Dispatch Rev Dt:
Terms: Terms: Destination Via Print

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

Vendor: CAROLYN CONN
PO BOX 150804
AUSTIN TX 787150804
United States

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

Vendor ID: 7003246046 4

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: http://www.txdmv.gov/contractors-vendors

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Instructor-led classroom training as described below:
\$1500 for first 30 participants, \$30 each additional participant, not to exceed \$3000
Two training sessions of the same class, each of which will be 1/2 day (4 hours) in length
Training site: Virtual with WebEx (or comparable) hosted and operated by TxDMV

Vendor Contact: Carolyn Conn
Phone: 512-771-8315,
Email: c-conn@att.net

TXDMV Contact: Connie Green
Phone: 512/465-4136
Email: connie.green@txdmv.gov

Authorized Signature

[Handwritten Signature]

10/30/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Training: Ethics, Values & Fraud Deterrence for Public Sector Accounting & Financial Services. December 15th (12:30PM- 4:30PM) and December 16th (8:30AM - 12:30PM)	924/35	3000.0000	UNT	\$1.00000	\$3,000.00	11/09/2020
						<b>Schedule Total</b>	<input type="text" value="\$3,000.00"/>
						<b>RegID:</b> 0000009846	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$3,000.00"/>

**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.

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Authorized Signature

10/30/2020