



Texas Department of Motor Vehicles  
Business Unit # 60800  
Purchase Order # 0000009023  
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:** 11/18/20 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 11/24/20

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:** 1P09 - El Paso Region  
1227 Lee Trevino, Ste. 100  
El Paso TX 79907  
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:**

POCN 1: Changed due date to reflect start of service. Changed line item description to reflect 3 year term, line originally read for only 1 year.

POCN 2: Changed vendor to Citi-Bank. El Paso said they only accept CC and checks, check would've taken too long to get there.

**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.

**Contract Monitor:**  
JT Moyer  
JT.Moyer@TxDMV.gov  
512-465-4111

**Vendor Contact:**  
City of El Paso  
(915) 212-0104  
OSSHelp@elpasotexas.gov

Permit Number LSAL16-02018 will be expiring on December 2, 2020.

**Authorized Signature**

11/24/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	City of El Paso Security Alarm License Renewal - El Paso Regional Service Center. Term of Service: December 2, 2020 through December 1, 2023	990/05	1.0000	EA	\$71.00000	\$71.00	12/01/2020
						<b>Schedule Total</b>	<input type="text" value="\$71.00"/>
						<b>RegID:</b>	
						0000009893	
Permit Number: LSAL16-02018							
Contract Monitor: JT Moyer JT.Moyer@TxDMV.gov 512-465-4111							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$71.00"/>

**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

11/24/2020