



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000009564  
 Purchase Order Change Notice (# 1)

**Payment** NET30 **Freight** FOB **Ship Via:** US MAIL **PCC:** E **Date:** 05/06/21 **PO Method:** SP **Dispatch:** Dispatch **Rev Dt:** 07/16/21  
**Terms:** **Terms:** Destination **Via Print**

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

**Vendor:** YELLOWBOOK-CPE L.L.C.  
 PO BOX 202138  
 AUSTIN TX 78720-2138  
 United States

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

**Vendor ID:** 1810763727 6

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

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

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

**PO Information:**

POCN# 1 - by Mandy Maxwell, 07/16/2021  
 Changed supplier ID to 1810763727 instead of 1202744026 as per AP request.

**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.

**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

ORDER NUMBER: 15770

Vendor Contact: Leita Hart-Fanta  
 CPA, CGFM, CGAP YELLOWBOOK-CPE  
 Phone: 512/689-5659  
 Email: leita@yellowbook-cpe.com

TxDMV Contact: Renee Israel  
 Motor Carrier Operations  
 Phone: 512/465-1420  
 Email: renee.israel@txdmv.gov

**Authorized Signature**

*M. Maill* Purchaser, CTCI

**07/16/2021**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Microsoft Excel Data Analysis Toolpak: From Beginner to Expert - July 2021 Attendee: Tammy Gomez Date: Tuesday, July 13, 2021 Time: 1 p.m. - 3 p.m. Central CPE Credit Hours: 2	924/25	1.0000	EA	\$120.00000	\$120.00	07/13/2021
						<b>Schedule Total</b>	<input type="text" value="\$120.00"/>
						<b>RegID:</b> 0000010422	
Renee Israel Motor Carrier Operations Phone: 512/465-1420 Email: renee.israel@txdmv.gov						<b>Item Total for Line # 1</b>	<input type="text" value="\$120.00"/>

**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

*M. Naill* Purchaser, CTCI

07/16/2021