



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000010352

Payment NET30 Freight FOB Ship Via: US MAIL PCC: E Date: 11/02/21 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: CTN EDUCATIONAL SERVICES INC
PO BOX 1246
DRIPPING SPRINGS TX 78620-1246
United States

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

Vendor ID: 1742672262 9

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@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, whichever is later.

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

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Delivery:

Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

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

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

The fee for the first class is \$50.00 and \$20.00 for each additional class on a given date.

Authorized Signature

Matthew Windham

11/02/2021



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TxDMV Contract Monitor:

Steve Harper  
 steve.harper@txdmv.gov  
 (512) 465-1284

Vendor Contact:

CTN Educational Services  
 Michelle Conlon  
 office@ctnedu.com  
 (512) 829-5114

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Registration Fee - Continuing Education for Pest Control License Course Date: 11/18/2021 Location: via ZOOM	924/25	1.0000	EA	\$90.00000	\$90.00	11/18/2021

Schedule Total

**Contract ID:**  
0000010352

**ReqID:**  
0000011198

Attendee: Steve Harper  
 Email: steve.harper@txdmv.gov  
 Phone: (512) 465-1284

Course 1: THE ARGENTINE ANT  
 Time: 9:30 AM CST  
 TX SPCS CATEGORY: Pest  
 TX DEPT AG CATEGORY: General

Course 2: FIFRA ELEMENTS OF THE EPA REGISTRATION REVIEW PROGRAM  
 Time: 10:30 AM CST  
 TX SPCS CATEGORY: Laws and Regulations  
 TX DEPT AG CATEGORY: Laws and Regulations

Course 3: HOW SOME ACTIVE INGREDIENTS WORK?  
 Time: 11:30 AM CST  
 TX SPCS CATEGORY: Safety  
 TX DEPT AG CATEGORY: General

Item Total for Line # 1

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

*Matthew Windham*

11/02/2021