



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011211  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** NA **PCC:** 0 **Date:** 06/16/22 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 07/21/22

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

**Vendor:** TEXAS STATE AGENCY BUSINESS ADMINISTRATO  
 PO BOX 13164  
 AUSTIN TX 787113164  
 United States

**Ship To:** 1P12 - Finance Admin Services  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1741695305 1

**Purchaser:** Amanda Leigh Maxwell  
**Phone:** 512/465-1226  
**Fax:** 512/465-5641

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

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

**Bill To Fax:**

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

**PO Information:**

POCN# 1 - by Mandy Maxwell, 07/21/2022  
 Reduced qty to 10 from qty 11. Stephanie Townsend was not able to attend.

**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.

**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).

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.

Interagency Agreement Contract Act:  
 Texas Government Code, Title 7, Chapter 771

INVOICE # 2331

Vendor Contact: Elizabeth Sifuentez Koch  
 Email: Elizabeth.SifuentezKoch@tceq.texas.gov

**Authorized Signature**

**08/04/2022**



Texas Department of Motor Vehicles  
Business Unit # 60800  
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TxDMV Contact: Monica Hernandez  
FAS  
Phone: 512/465-1261  
Email: monica.hernandez@txdmv.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	TSABAA Summer Conference Dates: July 20 - 22, 2022 Location: Westin Riverwalk San Antonio, Texas	963/64	10.0000	EA	\$275.00000	\$2,750.00	06/16/2022

Schedule Total

ReqID:  
0000011926

Attendees: Glenna Bowman, Chris Hayden, Eric Horn, Steve Sandoval, Dawn McNabb, Laura Spears, Katrice Gil, Donny Ruemke, Brian Kline, and Myron Alexander

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

08/04/2022