



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000011645

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 08/30/22 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** OFFICE OF THE ATTORNEY GENERAL  
 CONFERENCE UNIT 027  
 PO BOX 12548  
 AUSTIN TX 787112548  
 United States

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

**Vendor ID:** 3302302302 2

**Purchaser:** Yvette Marie Bonhomme  
**Phone:** 512/465-4197  
**Fax:**

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

**Email:** yvette.bonhomme@txdmv.gov

**Bill To Fax:**

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

**PO Information:**

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

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, whichever is later.

(Prepayment Required)

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.

**Authorized Signature**

*Yvette M. Bonhomme*

**08/30/2022**



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

**CANCELLATIONS**

If you need to cancel for any reason, please let us know. Call the conference unit at (512) 475-4600 and email your notification to [conferences@oag.texas.gov](mailto:conferences@oag.texas.gov). All cancellation requests must be received two weeks before the actual conference date. If you dont let us know you are not coming to the conference, your name will stay on the roster. If you dont sign in, we will mark you as a `no-show, and the no-show policy will apply.

**SUBSTITUTIONS**

If you need to send a substitute in your place for any reason, please let us know. Call the conference unit at (512) 475-4600 and email your request to [conferences@oag.texas.gov](mailto:conferences@oag.texas.gov). You must notify us to cancel your registration and give us the name of the person that is coming in your place. Cancellations and substitution requests must be received two weeks before the actual conference date. If you dont let us know that someone else is coming in your place, your name will stay on the roster. If you dont sign in, we will mark you as a `no-show,' and the no-show policy will apply.

**NO-SHOWS**

All no-shows, and those who do not call and email to cancel their registration will be required to pay the full registration fee. Failure to pay the registration fee in this situation may jeopardize your opportunity to attend OAG conferences in the future.

For other questions or concerns, call the conference unit at (512) 475-4600.

TxDMV Contract Monitor:  
 Angela Gonzalez  
[angela.gonzalez@txdmv.gov](mailto:angela.gonzalez@txdmv.gov)  
 (512) 465-4229

Vendor Contact:  
 Kathy Ingram  
 Conference Manager  
 Office of the Attorney General  
 State of Texas  
 512.475.4600  
[Kathy.Ingram@oag.texas.gov](mailto:Kathy.Ingram@oag.texas.gov)

Pre-payment Allowed to:  
 Office of Attorney General  
 Conference unit, MC 027  
 P.O. Box 12548  
 Austin, Texas 78711-2548

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2022 Open Records Conference Date of Conference: 11/29/2022 - 11/30/2022  Registration Fee - Brittney Kruse	924/25	1.0000	EA	\$295.00000	\$295.00	08/31/2022

Schedule Total

**Contract ID:**  
0000011645

**ReqID:**  
0000012451

Item Total for Line # 1

Total PO Amount

Authorized Signature

*Yvette M. Bonhomme*

08/30/2022



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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

*Yvette M. Bonhomme*

08/30/2022