



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000012224

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 01/13/2023    **PO End Date:** 03/13/2023    **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:** UNIVERSITY OF TEXAS AT AUSTIN  
 PO BOX 7246  
 AUSTIN TX 78713-7246  
 United States

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

**Vendor ID:** 3721721721 7 204

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

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

**Bill To Fax:**

**Email:** Mandy.Maxwell@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, 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

**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

Testing and Evaluation Services will allow a one-time extension, change of site, or change of exam type for a fee of \$50. Reprocessing form must be received by the UT Testing Center prior to exam expiration.

To receive certification, candidates must receive at least an 80% passing score on the exam. Candidates may repeat the test twice after the first failure, for a total of three (3) changes to pass the exam with an 80% or higher. If you do not pass after three (3) attempts, the candidate must re-take the course.

The full fee for the test will be charged each time you have to re-test. The full fee for the course will be charged each time you re-take the course.

**Authorized Signature**

**01/13/2023**



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Exam must be taken within 60 days of enrollment. Exams are nonrefundable and nontransferable.

Vendor Contact:  
 Email: testingcenter@austin.utexas.edu  
 Phone: (512) 471-0222  
 Fax: (512)475-7933

TxDMV Contact: Monica Hernandez  
 FAS  
 Phone: 512/465-1261  
 Email: monica.hernandez@txdmv.gov

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Testing and Evaluation Services - Certified TX Contract Manager (CTCM) Exam.	30901	963/39	1.0000	EA	\$130.00000	\$130.00	01/23/2023

Schedule Total

Contract ID:  
0000012224

ReqID:  
0000012936

Attendee: Matthew Windham  
 Matthew.Windham@txdmv.gov

Testing and Evaluation Services located at 1912 Speedway, ZAB 547, Austin, TX 78712. Government issued Photo IDs are required. Visit website for testing hours and once a month Saturday testing dates.

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

*Handwritten signature: Matthew Windham, CTCM*

01/13/2023