



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000012310

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 02/08/2023    **PO End Date:** 02/28/2023    **PO Method:** IA    **Dispatch:** Dispatch Via Email    **Rev Dt:**

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

**Vendor:** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
 111 E 17TH ST  
 AUSTIN TX 787740001  
 United States

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

**Vendor ID:** 3304304304 2 000

**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

Invoice: 10041298

Vendor Contact: State Procurement Division  
 Training and Certification Program  
 Email: ctp@cpa.texas.gov  
 Phone: 512/463-5355

Contract Monitor: Monica Hernandez  
 Email: Monica.Hernandez@TxDMV.gov

Authorized Signature

02/08/2023



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Phone: 512-465-1261

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Texas Certified Contract Developer (CTCD) Course	30901	963/64	1.0000	EA	\$375.00000	\$375.00	02/09/2023
							<b>Schedule Total</b>	<input type="text" value="\$375.00"/>
					<b>ReqID:</b>			
					0000013033			
Attendee: Maxwell Brown								
Dates: February 14 - 16, 2023								
Time: 9:00 AM - 05:00 PM CST								
Location: Joe C Thompson Conference Center								
2405 Robert Dedman Dr								
Austin, TX 78712								
Credit Hour: 24								
							<b>Item Total for Line # 1</b>	<input type="text" value="\$375.00"/>

**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

*Maxwell Brown, CTCD/CTCM*

02/08/2023