



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000012622
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 04/28/2023 **PO End Date:** 06/30/2023 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 05/01/2023
PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
 CENTER FOR PROFESSIONAL EDUCATION
 1616 GUADALUPE ST STE 2.408
 AUSTIN TX 78701-1256
 United States

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

Vendor ID: 3721721721 7 009

Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Purchaser: Maxwell Alexander Brown
Phone: 512/465-4000
Fax:

Bill To Fax:

Email: maxwell.brown@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN #1 (Max Brown, 05/01/2023) Updated Vendor Address.

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>

Interagency Agreement Contract Act:
 TX Gov Code, Title 7, Chapter 771
 Reference: Texas Comptrollers Office

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

TxDMV Contract Monitor:
 Adale Jean Bishop

Authorized Signature

Maxwell Brown

05/01/2023



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adale.bishop@txdmv.gov
 (512) 465-4067

Vendor Contact:
 tecbus@austin.utexas.edu

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Unlocking Your Leadership through the Power of Emotional Intelligence Begins 06/26/2023 Attendee: Jon Bell	30901	924/41	1.0000	EA	\$495.00000	\$495.00	05/16/2023
							Schedule Total	<input type="text" value="\$495.00"/>
							ReqID: 0000013267	
							Item Total for Line # 1	<input type="text" value="\$495.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Unlocking Your Leadership through the Power of Emotional Intelligence Begins 06/26/2023 Attendee: Dawn McNabb	30901	924/41	1.0000	EA	\$495.00000	\$495.00	05/16/2023
							Schedule Total	<input type="text" value="\$495.00"/>
							ReqID: 0000013267	
							Item Total for Line # 2	<input type="text" value="\$495.00"/>

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

05/01/2023