



Texas Department of Motor Vehicles
 Business Unit # 60800
 Purchase Order # 0000013710
 Purchase Order Change Notice (# 1)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **PO Date:** 11/27/2023 **PO End Date:** 03/06/2024 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 02/20/2024
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: 1P00 - TxDMV Warehouse
 4000 Jackson Avenue
 Austin TX 78731
 United States

Ship To Attention: Claudia J Mojica Leal
Bill To: 4000 Jackson Avenue
 Austin TX 78731
 United States

Vendor ID: 3721721721 7 204

Purchaser: Quynh-Nhi Ge
Phone: 512/465-4193
Fax: 512/465-5641

Bill To Fax:

Email: Nhi.Ge@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

POCN 1, Nhi Ge, 2/20/2024
 Updated line 1 dates for Strategies for High Impact Presentation (rescheduled to March 5th-6th).

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.
 Special Payment Notes (Advance Payment, Payment Type, etc.)

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. Enter any other special delivery requirements.

Additionally, this Purchase Order is governed by the Texas Department of Motor Vehicles Standard Terms and Conditions, which can be found at: <http://www.txdmv.gov/contractors-vendors>.

Cancellation Policy

Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that,

Authorized Signature

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cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition.

Interagency Agreement Contract Act TX Gov 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.

TxDMV Contract Monitor:

Claudia Leal
 claudia.leal1@txdmv.gov
 Phone #(512) 374-5396

Vendor Contact:

gcmd@austin.utexas.edu.

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Strategies for High Impact Presentations - Claudia Leal	30901	963/64	1.0000	EA	\$800.00000	\$800.00	12/11/2023
	Course Date							
	March 5, 2024 to March 6, 2024							

Schedule Total

ReqID:
0000014328

<https://lbj.utexas.edu/strategies-high-impact-presentations-1>
 Texas LBJ Strategies for High Impact Presentations
 Registration: Claudia J Leal

Course Date: Jan 24-25, 2024
 Course Time: 8:30 a.m. - 4:00 p.m.
 Location: Virtual
 Course Fee: \$800
 Course ID: PRE012424
 Vendor I.D. for processing purchase order: #37217217217080
 Federal Tax ID: 746000203

Mailing Address:
 LBJ School Public Affairs
 The University of Texas at Austin
 P.O. Box Y, MC R3000
 Austin, TX 78713-8925

Physical Address:
 LBJ School
 The University of Texas at Austin
 2300 Red River Street
 Austin, TX 78712

Item Total for Line # 1

Authorized Signature

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Facilitation Strategies - Claudia Leal	30901	963/64	1.0000	EA	\$800.00000	\$800.00	12/11/2023
	Course Date Wednesday, Feb 07, 2024 to Thursday, Feb 08, 2024							
							Schedule Total	<input type="text" value="\$800.00"/>
					ReqID: 0000014329			
<p>https://lbj.utexas.edu/facilitation-strategies-1 Texas LBJ Facilitation Strategies Registration: Claudia J Leal</p> <p>Course Date: Wednesday, Feb 07, 2024 to Thursday, Feb 08, 2024 Course Time: 8:30 a.m. - 4:00 p.m. Location: Virtual Course Fee: \$800 Course ID: FAC020724 Vendor I.D. for processing purchase order: #37217217217080 Federal Tax ID: 746000203</p> <p>Mailing Address: LBJ School Public Affairs The University of Texas at Austin P.O. Box Y, MC R3000 Austin, TX 78713-8925</p> <p>Physical Address: LBJ School The University of Texas at Austin 2300 Red River Street Austin, TX 78712</p>								
							Item Total for Line # 2	<input type="text" value="\$800.00"/>

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.

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

Authorized Signature

02/20/2024