



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016088
Summary Document – Do Not Dispatch To Vendor

Page: 1 of 7

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** H **PO Date:** 06/05/2025 **PO End Date:** 06/15/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**
THIS DOCUMENT IS A SUMMARY DOCUMENT. ITS PURPOSE IS TO ACCUMULATE INDIVIDUAL TRANSACTION DATA. FOLLOWING RECONCILIATION, TRANSACTION LINES WILL BE COPIED TO A MULTI-VENDOR VOUCHER, PAYABLE TO CITIBANK N A.

Vendor: CITIBANK N A
TRAVEL CENTRAL BILL ACCOUNT CBA PAYMENTS
PO BOX 78025
PHOENIX AZ 85062-8025
United States

Ship To: See Detail Below

Ship To Attention: Christina Mullins Carter

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1135266470 7 046

Purchaser: Daphne Free
Phone:
Fax:

Bill To Fax:

Email: daphne.free@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|--|--|--|-------------|-----------|------|--------------------------------|-----------------------|------------|
| 1-1 | One Box - Standard Fobs - 200 Key Fobs from Keycafe. | 31102 | 318/40 | 1.0000 | EA | \$90.00000 | \$90.00 | 06/15/2025 |
| Ship To: 1P00 | | Delivery Instructions: | | | | | | |
| | | 4000 Jackson Avenue Austin TX 78731 United States | | | | | | |
| Contract ID: 16088-1 | | | | | | ReqID: 0000016606 | Schedule Total | \$90.00 |
| 32056011789 KeyCafe (US) InC 648-1321 Upland Drive Houston, Tx 646-846-7558 support@keycafe.com | | | | | | Item Total for Line # 1 | | |
| | | | | | | \$90.00 | | |

Authorized Signature

Daphne Free, CTED, CTM

06/11/2025



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| | | | | | | | | |
|--|----------------------|-------|-----------------------------|-----------|------|----------------|---------------|------------|
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 2-1 | Keycafe Shipping Fee | 31102 | 962/40 | 1.0000 | EA | \$10.23000 | \$10.23 | 06/15/2025 |
| <div><div>Ship To: 1P00</div><div>4000 Jackson Avenue Austin TX 78731 United States</div><div>Delivery Instructions:</div></div> | | | | | | | | |
| | | | | | | Schedule Total | \$10.23 | |
| <u>Contract ID:</u> 16088-1 | | | <u>ReqID:</u> 0000016606 | | | | | |
| 32056011789 KeyCafe (US) InC 648-1321 Upland Drive Houston, Tx 646-846-7558 support@keycafe.com | | | | | | | | |
| Item Total for Line # 2 | | | | | | | \$10.23 | |

| | | | | | | | | |
|--|--|-------|-----------------------------|-----------|------|----------------|---------------|------------|
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 3-1 | Database - CISA Review Questions, Answers & Explanations Database 2024. Term: TBD (12 month Online Subscription) | 30901 | 956/35 | 1.0000 | YR | \$299.00000 | \$299.00 | 06/15/2025 |
| <div><div>Ship To: 1P12</div><div>4000 Jackson Avenue Austin TX 78731 United States</div><div>Delivery Instructions:</div></div> | | | | | | | | |
| | | | | | | Schedule Total | \$299.00 | |
| <u>Contract ID:</u> 16088-2 | | | <u>ReqID:</u> 0000016717 | | | | | |
| 12370672912 ISACA INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION 1700 E Golf Rd, Suite 400 Schaumburg, Illinois 60173 847-660-5505 Term: 05/02/2025 to 05/02/2026 Attndee: Jacob Geray | | | | | | | | |
| Item Total for Line # 3 | | | | | | | \$299.00 | |

Authorized Signature

Daphne J. Lee, CTED, CTEM

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|--|--|-------------------------------|-------------|-----------|------|--------------------------|---------------|---|
| 4-1 | Training - 2025 Institute of Internal Auditors (IIA) Austin Chapter ATX Audit Summit. Date: May 8, 2025; Time: 11:00 am - 4:00 pm; Location: St. Edward's University, 3001 S Congress, Austin, TX 78704. Attendees: Patiri "Terry" Berkley and Erica Evans. | 30901 | 963/64 | 2.0000 | EA | \$100.00000 | \$200.00 | 06/15/2025 |
| Ship To: 1P12 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-3 | | | | | | ReqID: 0000016733 | | Schedule Total <input type="text" value="\$200.00"/> |
| 17422845309 Austin Chapter of the Institute of Internal Auditors, Inc PO Box 9421 Austin, TX 78766-9421 treasurer@austiniia.org. Date: May 8, 2025 Attendees: Patiri "Terry" Berkley and Erica Evans | | | | | | | | |
| Item Total for Line # 4 | | | | | | | | <input type="text" value="\$200.00"/> |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 5-1 | Trademark Registration Fee for TxMCCS | 30501 | 963/39 | 1.0000 | EA | \$350.00000 | \$350.00 | 06/15/2025 |
| Ship To: 1P00 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-4 | | | | | | ReqID: 0000016706 | | Schedule Total <input type="text" value="\$350.00"/> |
| VID: 15301970859 US Patent and Trademark Office PO BOX 1450 ALEXANDRIA, VA 223131450 United States Term: 04/30/2025 to 04/30/2030 | | | | | | | | |
| Item Total for Line # 5 | | | | | | | | <input type="text" value="\$350.00"/> |

Authorized Signature

Daphne J. Lee, CTED, CTM

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|---|--|-------------------------------|-------------|-----------|------|-----------------------------|---------------------------------------|---------------------------------------|
| 6-1 | CMA Annual Professional Membership - Dan Price | 30301 | 963/00 | 1.0000 | EA | \$325.00000 | \$325.00 | 06/15/2025 |
| Ship To: 1P00 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$325.00"/> | |
| Contract ID: 16088-5 | | | | | | ReqID: 0000016740 | | |
| The Association of Accountants and Financial Professionals in Business 32003659128 IMA (Institute of Management Accountants) 10 Paragon Drive, Suite 1 Montvale, NJ 07645-1760 USA (800) 638-4427 | | | | | | | | |
| Term: 07/01/2025 to 07/01/2026 Member: Dan Price | | | | | | | | |
| | | | | | | | Item Total for Line # 6 | <input type="text" value="\$325.00"/> |

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|--|--|-------------------------------|-------------|-----------|------|-----------------------------|---------------------------------------|---------------------------------------|
| 7-1 | Webinar - Ethics & Professional Conduct for Texas CPAs | 30901 | 963/39 | 1.0000 | EA | \$119.20000 | \$119.20 | 06/15/2025 |
| Ship To: 1P12 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| | | | | | | Schedule Total | <input type="text" value="\$119.20"/> | |
| Contract ID: 16088-6 | | | | | | ReqID: 0000016755 | | |
| 23-2294236 CPE Inc. 370 Reed Road, Suite 227 Broomall, PA 19008 800-544-1114 610-328-7086 | | | | | | | | |
| Term: 05/12/2025 tp 05/12/2026 Attendee: Glenna Bowman | | | | | | | | |
| | | | | | | | Item Total for Line # 7 | <input type="text" value="\$119.20"/> |

Authorized Signature

Daphne J. Lee, CTED, CTEM

06/11/2025



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|--|------------------------|-------------|-------------------|------|------------------------------------|-------------------------|---------------------|
| 8-1 | License Renewal - Texas State Board of Public Accountancy; Individual Licensee: Glenna R. Bowman. Term: June 1, 2025 - May 31, 2026. | 30901 | 963/39 | 1.0000 | YR | \$112.00000 | \$112.00 | 06/15/2025 |
| Ship To: 1P12 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-7 | | | | ReqID: 0000016765 | | Schedule Total <div>\$112.00</div> | | |
| 17460001849 Texas State Board of Public Accountancy 505 E. Huntland Drive, Suite 380 Austin, TX 78752-3757 512-305-7800 | | | | | | | | |
| Term: June 1, 2025 to May 31, 2026 License Holder: Glenna Bowman | | | | | | | | |
| | | | | | | | Item Total for Line # 8 | <div>\$112.00</div> |

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|--|--|------------------------|-------------|-------------------|------|------------------------------------|-------------------------|---------------------|
| 9-1 | Webinar (Self-Study) - Negotiation & Communication: Effective Techniques for Accountants. Attendee: Glenna Bowman. | 30901 | 963/39 | 1.0000 | EA | \$299.00000 | \$299.00 | 06/15/2025 |
| Ship To: 1P12 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-8 | | | | ReqID: 0000016764 | | Schedule Total <div>\$299.00</div> | | |
| 23-2294236 CPE Inc. 370 Reed Road, Suite 227 Broomall, PA 19008 800-544-1114 610-328-7086 | | | | | | | | |
| Term: 05/12/2025 tp 05/12/2026 Attendee: Glenna Bowman | | | | | | | | |
| | | | | | | | Item Total for Line # 9 | <div>\$299.00</div> |

Authorized Signature

Daphne J. Lee, CTD, CTEM

06/11/2025



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | | |
|--|---|------------------------|-------------|------------------------------------|------|-------------|---------------------|------------|--|--|
| 10-1 | Meeting room space at Norris Conference Center Houston for DCS training - May 28, 2025 | 28009 | 971/65 | 725.0000 | EA | \$1.00000 | \$725.00 | 06/15/2025 | | |
| Ship To: 1P00 | | Delivery Instructions: | | | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | | | |
| Contract ID: 16088-9 | | ReqID: 0000016786 | | Schedule Total <div>\$725.00</div> | | | | | | |
| 17425827114 Norris Training Systems LLC | | | | | | | | | | |
| Norris Conference Center - Houston/Westchase 9990 Richmond Ave. Ste 102 Houston, TX 77042 Joel Sweetland j.sweetland@norriscenters.com | | | | | | | | | | |
| Event: DCS Training Event Date: 05/28/2025 | | | | | | | | | | |
| Item Total for Line # 10 | | | | | | | <div>\$725.00</div> | | | |

| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: | | |
|---|---|------------------------|-------------|-----------------------------------|------|-------------|--------------------|------------|--|--|
| 11-1 | Texas State and Federal Labor Law Poster 2024, 27 x 40 in English | 30901 | 801/76 | 2.0000 | EA | \$21.95000 | \$43.90 | 06/15/2025 | | |
| Ship To: 1P42 | | Delivery Instructions: | | | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | | | |
| Contract ID: 16088-10 | | ReqID: 0000016704 | | Schedule Total <div>\$43.90</div> | | | | | | |
| 263234910 State and Federal Posters Inc. 4020 W. Valley Blvd, Unit 103 Walnut, CA 91789 USA | | | | | | | | | | |
| Item Total for Line # 11 | | | | | | | <div>\$43.90</div> | | | |

Authorized Signature

Daphne Jones, CTED, CTM

06/11/2025



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| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|--|-------------------------------|-------------|-----------|------|-------------|--|------------|
| 12-1 | Texas State and Federa Labor Law Poster 2024, 27 x 40 in Spanish | 30901 | 801/76 | 2.0000 | EA | \$21.95000 | \$43.90 | 06/15/2025 |
| Ship To: 1P42 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-10 | | | | | | | ReqID: 0000016704 | |
| 263234910 State and Federal Posters Inc. 4020 W. Valley Blvd, Unit 103 Walnut, CA 91789 USA | | | | | | | Schedule Total <input type="text" value="\$43.90"/> | |
| | | | | | | | Item Total for Line # 12 <input type="text" value="\$43.90"/> | |
| Line-Sch: | Line Description: | PCA: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
| 13-1 | Shipping and handling charges | 30901 | 962/86 | 1.0000 | EA | \$14.99000 | \$14.99 | 06/15/2025 |
| Ship To: 1P42 | | Delivery Instructions: | | | | | | |
| 4000 Jackson Avenue Austin TX 78731 United States | | | | | | | | |
| Contract ID: 16088-10 | | | | | | | ReqID: 0000016704 | |
| 263234910 State and Federal Posters Inc. 4020 W. Valley Blvd, Unit 103 Walnut, CA 91789 USA | | | | | | | Schedule Total <input type="text" value="\$14.99"/> | |
| | | | | | | | Item Total for Line # 13 <input type="text" value="\$14.99"/> | |
| | | | | | | | Total PO Amount <input type="text" value="\$2,632.22"/> | |

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

Daphne J. Lee, CTED, CTEM

06/11/2025