



Texas Department of Motor Vehicles

Page: 1 of 3

Business Unit # 60800

Purchase Order # 0000016529

Purchase Order Change Notice (# 2)

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** C **PO Date:** 08/21/2025 **PO End Date:** 10/08/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:** 10/27/2025

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

Vendor: ENTERPRISE RENT A CAR COMPANY
DBA EAN SERVICES LLC
PO BOX 840173
KANSAS CITY MO 64184-0086
United States

Ship To: See Detail Below

Ship To Attention: Danielle Marie Veiga

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1430724835 2 009

Purchaser: Matthew Terrell Windham
Phone: 512/465-5808
Fax: 512/465-5641

Bill To Fax:

Email: Matthew.Windham@txdmv.gov

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Contract Monitor: Danielle Veiga
dmv_fleet_operations@txdmv.gov
(512) 465-1209

POCN request to add additional funds to Rental Vehicle PO for Corpus Christi RSC in order to pay vendor.

Initial CAPPS Receipt was submitted 10/06/25 for \$956.52 using Invoice received by contract monitor. AP received final invoice 10/08/25 for \$959.92.

Additional funds of \$3.40 are needed to fulfill payment for:

Extension PO 16529

Rental term: 9/12025-10/08/2025

POCN #2--Daphne Free--10 27 25

Added Line 2 to add additional funds to match the final invoice from vendor

POCN #1 (Matthew Windham 09/25/2025)

Changed Line 1 quantity from 1 unit to 1,015.30 units and price from \$1,015.30 to \$1.00 for internal payment processing. PO total remains the same.

All else remains unchanged.

Extension of car rental for use by TxDMV employees at Corpus Christi Regional Service Center. This purchase order replaces PO #0000016228 on its expiration after 09/02/2025.

Reference Account Number: TX608X

Reference Confirmation Number: 1584453660

This procurement is governed by the terms and conditions in CPA Contract Number 975-C1.

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.

Authorized Signature

10/27/2025



Texas Department of Motor Vehicles
Business Unit # 60800
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Purchase Order Change Notice (# 2)

Page: 2 of 3

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.

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

TxDMV Contract Monitor:
Danielle Veiga
danielle.veiga@txdmv.gov
(512) 465-1209

Vendor Contact:
Ryan Benhoff
Ryan.J.Benhoff@em.com
(314) 928-3079

Alternate Vendor Contact:
Daniel Culver
daniel.j.culver@ehi.com
(210) 825-5025

Billing Inquiries:
ARINQUIRY@EM.COM
(866) 278-9894

Authorized Signature

10/27/2025



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Page: 3 of 3

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Extension of Long-Term Car Rental, Compact-size vehicle	30103	975/14	1015.3000	UNT	\$1.00000	\$1,015.30	09/02/2025
Ship To: 1P07		Delivery Instructions:						
823 N WATER ST CORPUS CHRISTI TX 78401 United States								
Contract ID: 0000016228						ReqID: 0000017255		Schedule Total <input type="text" value="\$1,015.30"/>
Term: 09/02/2025 - 10/08/2025								
Mileage: Unlimited Included Extras: 9 Additional Drivers, Damage Waiver								
Pickup/Return Location: Enterprise Rent-A-Car CORPUS CHRISTI DOWNTOWN 823 N WATER ST CORPUS CHRISTI, TX 78401-2019								
Item Total for Line # 1								<input type="text" value="\$1,015.30"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	POCN for PO 16529	30103	975/14	1.0000	EA	\$3.40000	\$3.40	11/03/2025
Ship To: 1P00		Delivery Instructions:						
4000 Jackson Avenue Austin TX 78731 United States								
ReqID: 0000017829						Schedule Total <input type="text" value="\$3.40"/>		
Item Total for Line # 2								<input type="text" value="\$3.40"/>

Total PO Amount	<input type="text" value="\$1,018.70"/>
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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

10/27/2025