



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000013417

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** E    **PO Date:** 09/21/2023    **PO End Date:** 10/04/2023    **PO Method:** DG    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** WOMEN EXECUTIVES IN TEXAS GOVERNMENT INC  
 1115 SAN JACINTO BLVD STE 250  
 AUSTIN TX 787011995  
**United States**

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

**Ship To Attention:** Angela Vallejo Gonzalez  
**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1742506490 8 007

**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:**

**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 Guidelines**

A full cancellation refund will be granted for written requests received on or before November 3, 2023. No refunds will be granted after November 3, 2023. Cancellations must be received in writing or by e-mail from the original registrant cancelling to ewtg@ewtg.org. No cancellations will be taken by phone. Attendees that do not provide notification of cancellation and do not attend the event will be responsible for the full registration fee.

**Substitution**

Substitute attendees may be named prior to November 22, 2023. Notification of substitution must be submitted in writing or by e-mail from the original

Authorized Signature

09/26/2023



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registrant to ewtg@ewtg.org. No substitutions will be taken by phone.

Attendees:

Katie Drummond Invoice # 200011725  
 Brittney Kruse Invoice # 200011713  
 Julia Loreda-Escobar Invoice # 200011705  
 Lucie Prieto - Invoice # 200011704

TxDMV Contract Monitor:

Angela Gonzalez  
 Angela.Gonzalez@txdmv.gov

Vendor Contact:

EWTG  
 ewtg@ewtg.org  
 512-220-4298

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	EWTG Conference Attendees: Katie Drummond, Brittney Kruse, Julia Loreda-Escobar and Lucie Prieto December 3 - 4, 2023	30201	961/61	4.0000	EA	\$325.00000	\$1,300.00	09/21/2023

Schedule Total

ReqID:  
0000014071

Item Total for Line # 1

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

09/26/2023