



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000017147

Page: 1 of 2

Payment Terms: Freight Terms: Ship Via: PCC: PO Date: PO End Date: PO Method: Dispatch: Rev Dt:
NET30 FOB Destination US MAIL K 12/19/2025 01/16/2025 DG Dispatch Via Print

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

Vendor:	JDHQ Hotels LLC DBA SAN MARCOS EMBASSY SUITES 1001 E MCCARTY LN SAN MARCOS TX 78666-1080 United States	Ship To:	1P00 - TxDMV Warehouse 4000 Jackson Avenue Austin TX 78731 United States
Vendor ID:	1825185200 2 000	Ship To Attention:	Cassandra Flint
Purchaser:	Richard Emmanuel Oballo	Bill To:	4000 Jackson Avenue Austin TX 78731 United States
Phone:	512/465-4199	Bill To Fax:	
Fax:	512/465-5641	Bill To Email:	DMV_FIN-INVOICES@TxDMV.gov
Email:	richard.oballo@txdmv.gov		

PO Information:

JDHQ Hotels LLC, d/b/a Embassy Suites by Hilton San Marcos Hotel Spa Conference Center (Contractor or Hotel) agrees that the following documents are incorporated by reference and made a part of the Texas Department of Motor Vehicles (TxDMV) Purchase Order for all purposes. In the event of a conflict, ambiguity, or inconsistency between or among the terms and conditions set forth in the documents that comprise the Purchase Order, this Purchase Order document will take precedence, followed by its attachments, in the following list, in the order stated:

Attachment A, TxDMV Contract Uniform Terms and Conditions with Affirmations;
Attachment B, Courtesy Guestroom Block and Event Sales Agreement; and
Attachment C, Embassy suites Booking Check.

Additionally, to the extent any term or condition within the Purchase Order, including but not limited to any referenced or hyperlinked terms or conditions identified therein, conflicts with any applicable Texas and/or United States laws or regulations, such Purchase Order term or condition is void and unenforceable. By executing this Purchase Order, which contains conflicting terms or conditions, TxDMV makes no representations or warranties regarding the enforceability of such term or condition, and TxDMV does not waive the applicable Texas and/or United States laws or regulations which conflict with the Purchase Order term or condition.

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

Authorized Signature

12/19/2025



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Page: 2 of 2

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. 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:

Cassandra Flint
cassandra.flint@txdmv.gov
(512) 465-5822

Vendor Contact:

Cristian Munoz
cristian.munoz@atriumhospitality.com
512-805+5349

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Embassy Suites Hotel MVCAP Meeting Room - January 2026	30301	917/00	1.0000	UNT	\$5,240.00000	\$5,240.00	12/19/2025
							Schedule Total	\$5,240.00
							ReqID:	0000017977

Embassy Suites room rental for MVCAP Meeting January 14 - 15, 2026

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

12/19/2025