



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000017535

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** 0    **PO Date:** 04/24/2026    **PO End Date:** 08/03/2026    **PO Method:** IA    **Dispatch:** Dispatch Via Print    **Rev Dt:**

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
 CENTER FOR PROFESSIONAL EDUCATION  
 1616 GUADALUPE ST STE 2.408  
 AUSTIN TX 78701-1256  
 United States

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

**Ship To Attention:** Linnet Rogers

**Vendor ID:** 3721721721 7 009

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Daphne Free  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** daphne.free@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.

**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.

**Training**

**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.

Authorized Signature

*Daphne Free, CTED, CTM*

04/27/2026



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Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

TxDMV Contract Monitor:  
 Linnet Rogers  
 (512) 872-8103  
 linnet.rogers@txdmv.gov  
 Camp Hubbard - Building 1

Vendor Contact:  
 Center for Professional Education  
 The University of Texas at Austin  
 UTA Building, Suite 2.408  
 1616 Guadalupe Street  
 Austin, TX 78701

Phone: 512-232-6520  
 Fax: 512-471-2905  
 Email: cpe@austin.utexas.edu

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Communicating Clearly: Effective Business Correspondence Course	30701	924/25	1.0000	EA	\$535.50000	\$535.50	08/03/2026
							<b>Schedule Total</b>	<input type="text" value="\$535.50"/>
					<b>ReqID:</b>			
					0000018465			

Class Date: 08/03/26 - 08/04/2026

Attendee: Amy DeFillipi amy.defillipi@txdmv.gov

**Item Total for Line # 1**

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	Communicating Clearly: Effective Business Correspondence Course	30701	924/25	1.0000	EA	\$535.50000	\$535.50	08/03/2026
							<b>Schedule Total</b>	<input type="text" value="\$535.50"/>
					<b>ReqID:</b>			
					0000018465			

Class Date: 08/03/26 - 08/04/2026

Attendee:  
 Beth Avery beth.avery@txdmv.gov

**Item Total for Line # 2**

Authorized Signature

*Daphne Jones, CTED, CTM*

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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Communicating Clearly: Effective Business Correspondence Course	30701	924/25	1.0000	EA	\$535.50000	\$535.50	08/03/2026
							<b>Schedule Total</b>	<input type="text" value="\$535.50"/>
							<b>ReqID:</b> 0000018465	
Class Date: 08/03/26 - 08/04/2026								
Attendee: Gus Bernal gus.bernal@txdmv.gov								
							<b>Item Total for Line # 3</b>	<input type="text" value="\$535.50"/>
Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Communicating Clearly: Effective Business Correspondence Course	30701	924/25	1.0000	EA	\$535.50000	\$535.50	08/03/2026
							<b>Schedule Total</b>	<input type="text" value="\$535.50"/>
							<b>ReqID:</b> 0000018465	
Class Date: 08/03/26 - 08/04/2026								
Attendee: Lindsay Frank lindsay.frank@txdmv.gov								
							<b>Item Total for Line # 4</b>	<input type="text" value="\$535.50"/>

**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

*Daphne Jones, CTED, CTM*

04/27/2026