



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001899
CHANGE ORDER - REPRINT

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **I** Date: **11/10/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **11/10/15**

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

Vendor: MICROASSIST INC
BLDG 4 STE 225
8500 SHOAL CREEK BLVD
AUSTIN TX 787577591
United States

Ship To: 1P37
3800 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742768479

Purchaser: Douglas A Leach
Phone: 512/465-4180
Fax: 512/465-5641
Email: Douglas.Leach@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

Employee Training Act - The training or education must be related to the duties or prospective duties of the administrator or employee

TX Gov Code, Title 6, Subtitle B, Chapter 656, Subchapter A, Sec. 656.041

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).

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.

"This procurement is governed by the terms and conditions in DIR Contract Number DIR-SD-1942".

Reference MicroAssist Quotation dated November 3, 2015.

Vendor has granted 10% discount of \$999.00 to be indicated on invoice.

Instructor-led five (5) day class scheduled for November 30, 2015 - December 4, 2015.

Agency Contact: Adale Bishop
(512) 831-3369
Adale.Bishop@TxDMV.gov

Authorized Signature

11/10/2015



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Essentials for IBM Cognos BI (V10.2.2)	924/40	2.0000	EA	4495.50000	8991.00	11/30/2015
						Schedule Total	8991.00
Contract ID: 0000001899				ReqID: 0000002047			
Instructor-led five (5) day class scheduled for November 30, 2015 - December 4, 2015. Attendee List: Rodrigo Bejarano Richard Lelle							
						Item Total for Line # 1	8991.00

Total PO Amount 8991.00

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

Terms and Conditions:

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

11/10/2015