

## **Texas Dept of Motor Vehicles** Purchase Order # 60800 0000001911

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Payment Terms: NET30 Freight Terms: FOB Ship Via: NA PCC: D Date: 11/16/15 PO Method: DG Dispatch: Dispatch

Destination

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

MICROASSIST INC Vendor: Ship To:

2704 N CONGRESS AVENUE

DMV\_FIN-INVOICES@TxDMV.gov

Austin TX

United States

Vendor ID: 1742768479

BLDG 4 STE 225

United States

8500 SHOAL CREEK BLVD

AUSTIN TX 787577591

Purchaser: Rhonda Lee Gips Bill To: 4000 Jackson Avenue

512/465-4199 Austin TX 78731 Phone: 512/465-5641 United States Fax:

Rhonda.Gips@txdmv.gov Email: Fax:

## **PO Information:**

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.

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

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.

TxDMV Contact: Regina Ygnacio - 512-465-1222 or Regina.Ygnacio@TxDMV.gov

Vendor Contact: Brandy Sommer - 512-794-8440 or bsommer@microassist.com

POCN 1 - 1/13/16

Issued POCN to change the date of the training class. 1/15/16 class was cancelled by vendor and rescheduled for 3/08/16. - rg

**Authorized Signature** 

**Email:** 

01/13/2016



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

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	<b>Due Date</b>	
1-1	MicroAssist Training - Introduction to PowerPoint 2010 Jan. 15, 2016 8:30-4:30 Attendee: Brian Kline	924/40	1.0000	EA	175.00000	175.00	01/15/2016	
						Schedule Total	175.00	
		ReqID: 0000002061						
All open enrollment cancellations must be received two (2) working days (48 hours) prior to class start date. Late cancellations will be subject to a full fee charge. Qualified substitutions are permissible with prior notice to MicroAssist. Classes are subject to rescheduling or cancellation due to low enrollment.								
					Item	Total for Line #1	175.00	
						Total PO Amount	175.00	
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:								

**Authorized Signature** 

01/13/2016