



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000001911

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

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: 0001
2704 N CONGRESS AVENUE
Austin TX
United States

Vendor ID: 1742768479

Purchaser: Rhonda Lee Gips
Phone: 512/465-4199
Fax: 512/465-5641
Email: Rhonda.Gips@txdmv.gov

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Fax:
Email: DMV_FIN-INVOICES@TxDMV.gov

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:

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

Rhonda Gips, CFM

01/13/2016

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