



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001985**  
**CHANGE ORDER - REPRINT**

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **F** Date: **12/02/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **03/30/16**

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

**Vendor:** PARTNERS VII SA AUSTIN HOTEL LLC  
DBA DOUBLETREE BY HILTON AUSTIN  
6505 N IH 35  
AUSTIN TX 78752-4303  
United States

**Ship To:**  
See Detail Below

**Vendor ID:** 1371771012

**Purchaser:** Paula A Ramsey  
**Phone:** 512/465-4193  
**Fax:** 512/465-5641  
**Email:** Paula.Ramsey@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.

**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, which-ever 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).

POCN# 1 3-30-2016 PAR - To add additional funds for use of additional AV equipment.

**Authorized Signature**

*Paula Ramsey, CTM, CTM*

**03/30/2016**



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001985**  
**CHANGE ORDER - REPRINT**

Page: 2 of 3

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space for the Moving Fraud Conference on April 5-6, 2016. See attached agreements. Hotel rooms at the Courtyard & Doubletree. Meeting room at the Doubletree.	971/65	11500.0000	UNT	1.00000	11500.00	04/01/2016
Ship To:		1P10 4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	11500.00
						ReqID: 0000002102	
						Item Total for Line # 1	11500.00
2- 1	AV services at the Moving Fraud Conference - DoubleTree Hotel - Conf dates 4/5-6/2016. Had to use additional services.	971/65	1000.0000	UNT	1.00000	1000.000	04/01/2016
Ship To:		1P00 4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	1000.00
						ReqID: 0000002669	
POCN on PO 0000001985 Additional funds to cover table top microphones for panel discussions on both days of the conference.						Item Total for Line # 2	1000.00
						Total PO Amount	12500.00

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.

Authorized Signature

*Paula Ramsey, CTM, CTPM*

**03/30/2016**



**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000001985**  
**CHANGE ORDER - REPRINT**

Page: 3 of 3

**Terms and Conditions:**

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

**Authorized Signature**

*Paula Ramsey, CTM, CTPM*

**03/30/2016**