

**Texas Dept of Motor Vehicles**  
**Purchase Order # 60800 0000002182**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **02/02/16** 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:** STATE AUDITOR'S OFFICE  
PO BOX 12067  
AUSTIN TX 787112067  
United States

**Ship To:** IP00  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 3308308308

**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:**

**NON-COMPLIANT PROCUREMENT**

**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.

**Authorized Signature**

*Rhonda Gips* CRM 02/02/2016

Texas Dept of Motor Vehicles  
Purchase Order # 60800 0000002182

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1-1	Arby Gonzales CPE Training: Catching the Bad Guys: Fraud Auditing for Internal Auditors 1/11/16 - 1/12/16	924/25	1.0000	EA	329.00000	329.00	02/05/2016
						Schedule Total	329.00
						ReqID:	0000002244
State Auditor's Office Professional Development Course Course: Catching the Bad Guys: Fraud Auditing for Internal Auditors Date: 1/11/2016 - 1/12/2016 Credit Hours: 16 Price: \$329.00 Attendees: Arby Gonzales						Item Total for Line # 1	329.00

Total PO Amount 329.00

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

Rhonda Lips CPM 02/02/2016

Invoice No.

T0000690



P.O. BOX 12067  
AUSTIN, TX 78711  
Attn: Carol Oberrender  
(512) 936-9781

**Invoice**

<b>Customer</b>	TEXAS DEPARTMENT OF MOTOR VEHICLES
Agency Name	FINANCIAL SERVICES DIVISION
Address	4000 JACKSON AVENUE AUSTIN TX 78731

Date	1/12/2016
P.O. No.	
Phone:	5124651450

Description	Reason	TOTAL
<b>PROFESSIONAL DEVELOPMENT</b>  CATCHING THE BAD GUYS: FRAUD AUDITING FOR INTERNAL AUDITORS SAO PROJECT NUMBER: 16.20330 JANUARY 11-12, 2016 AUSTIN, TEXAS  PARTICIPANT: ARBY GONZALES, DEPUTY DIRECTOR OF IA	RECEIVED JAN 13 2016 FINANCIAL SERVICES  Attendance Materials	\$329.00
SUB TOTAL		\$ 329.00
TOTAL DUE		\$ 329.00

Please remit within 30 days:

Check

Interagency Transaction Voucher  
RTI - 308160  
VID# 33083083080000

Thank you for choosing the State Auditor's Office for your training needs.



# MEMORANDUM

**To:** Whitney Brewster, Executive Director  
Texas Department of Motor Vehicles

**From:** Linda M. Flores, Chief Financial Officer *LMF*  
Sandra Vice, Director, Internal Audit *SV*

**Through:** David Chambers, Director *DC*  
Purchasing Section

**Subject:** **Non-Compliant Procurement Approval Request**

**DATE:** February 1, 2016

**Purpose:** To obtain approval to process non-compliant procurement and issue payment.

**Item(s) or Service Provided by Vendor:** CPE Training

**Procurement Cost: \$329.00**  
(Purchase request must be submitted in addition to this memorandum)

**User and Division:** Arby Gonzales, Internal Audit

**Need/Explanation:** The Internal Audit Division submitted a requisition on January 5, 2016 which was approved the same day for a training class to be held on January 11, 2016. The requisition was not identified as an urgent request and standard procurements such as this typically take 7 to 10 business days to process. This requisition only provided 4 business days. Additionally, the assigned purchaser did not notice the training date on the requisition and therefore did not identify it as needing immediate attention. The training is needed to obtain annual credit hours required to maintain Certified Fraud Examiners certification.

**Vendor:** State Auditor's Office

**Reason for Non-Compliant Procurement:** A purchase order was not issued prior to the attendance of the training.

**Corrective Action(s) to Prevent Future Occurrence(s):** Internal Audit will plan better to allow for ample time for the procurement to be worked through the process and, the Purchaser will be more mindful of workload and dated materials.

**Issuance of non-compliant purchase order and payment is:**

APPROVED

DENIED

*Whitney H Brewster*  
 Whitney Brewster, Executive Director  
 Texas Department of Motor Vehicles

Date: *02-01-16*

cc: Division Director