



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002282

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **02/29/16** 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: DIXIE LUCEY
DBA TEXAS NOTARY PUBLIC ASSOCIATION
PO BOX 10141
AUSTIN TX 78766-1141
United States

Ship To: 1P12
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 7001556377

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:

Refunds are not given for seminar attendance, but substitutions are allowed.

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.

Vendor Contact: Dixie Lucey - 512-497-2253 or dixielucey@prodigy.net

Authorized Signature

Rhonda Gips

02/29/2016



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002282

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Texas Notary Law and Procedure Seminar Registration Holiday Inn Austin Midtown 6000 Middlefiskville Rd March 16, 2016 1:00 pm - 4:00 pm Attendee: Kristy Schultz	924/25	1.0000	EA	150.00000	150.00	03/16/2016
						Schedule Total	150.00
						ReqID:	0000002498
TxDMV Contact: Renee Israel - 512-456-1420 or Renee.Israel@TxDMV.gov						Item Total for Line # 1	150.00
2- 1	Texas Notary Law and Procedure Seminar Registration Holiday Inn Austin Midtown 6000 Middlefiskville Rd March 16, 2016 1:00 pm - 4:00 pm Attendee: Tawana Hood	924/25	1.0000	EA	150.00000	150.00	03/03/2016
						Schedule Total	150.00
						ReqID:	0000002478
TxDMV Contact: Tawana Hood - 512-465-1277 or Tawana.Hood@TxDMV.gov						Item Total for Line # 2	150.00
						Total PO Amount	300.00

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 Hipsley
 02/29/2016

Authorized Signature

Rhonda Hayes, CRM

02/29/2016

Texas Notary Public Association

Presents

Texas Notary Law & Procedures Seminar

2016 Registration

This notary training is provided specifically for Texas Notaries. This class is excellent for both current and prospective notaries and will provide you with the most up-to-date information available. In addition to answering your questions, the class will cover:
New Legislation from the 84th Legislative session (Don't Miss it!)

- Current Notary Laws
- Proper Record Keeping*
- Avoiding Official Misconduct
- Administering Oaths & Acknowledgments
- Legal Procedures & Processes of Notarization
- Liability Protection Practices for Notary & Employer
- Apply for your Notary Public Commission

CALL NOW! TO REGISTER-1-512-497-2253

HURRY AND REGISTER EARLY! SEATING IS LIMITED

2016 LOCATION

Austin
 March 16, 2016
 1:00 pm 4:00 pm
 Holiday Inn Austin Midtown
 6000 Middlefiskville Road

Notary education is recommended every 2 years for all Texas Notary Publics due to legislative changes.
 Learn from the experts and get answers to your notary public questions.

For immediate registration by email please contact: Dixie Lucey at: dixielucey@prodigy.net

We also offer On-site Group Seminars for 10 or more participants. For more information please call (512) 497-2253 to schedule with the On-Site Coordinator.

Texas Notary Public Association has been specializing in notary education and certification across the state of Texas since 1982. Our organization was founded by Texans for Texans.

REGISTRATION FORM MARCH 2016 SEMINAR

Seminar Date: 3/16/16

Session: 1:00 TO 4:00 PM

Name(s): Kristy Schultz

Business/Organization Name: TxDmv

Phone # 5124651388 Fax# 5124654270

Email Address: Kristy.Schultz@txdmv.gov

#Attending 1

Check# _____ Amt: _____

Payment in full is required when paying at the door

*** REFUNDS ARE NOT GIVEN FOR SEMINAR ATTENDANCE, BUT SUBSTITUTIONS ARE ALLOWED.**

- \$150.00 seminar registration fee per person with course manual paid by mail.
- \$160.00 seminar registration fee paid at the door per person.
- \$105.00 state application, surety bond and liability insurance fee (required for new applicants and renewing notaries payable by separate check to American Surety Bond.)

ATTENTION: PAYMENT FOR THE SEMINAR ATTENDANCE FEE IS PAYABLE TO TEXAS NOTARY PUBLIC ASSOCIATION. IF YOU ARE APPLYING FOR A NEW COMMISSION OR RENEWING A CURRENT COMMISSION AT THE SEMINAR, PLEASE MAKE A SEPARATE CHECK PAYABLE TO AMERICAN SURETY BOND UNDERWRITERS AGENCY FOR THE STATE REQUIRED \$105.00 APPLICATION AND BOND FEE AND ERRORS AND OMISSIONS LIABILITY COVERAGE. PLEASE MAIL PAYMENTS WITH THE REGISTRATION FORM TO THE PO BOX ADDRESS BELOW.

Texas Notary Public Association *P.O. Box 10141 *Austin, TX 78766 PHONE 1-512-497-2253 *FAX (512) 323-9192 *EMAIL: dixielucey@prodigy.net Payment forms are: business or personal check, money order or cash payment at the door. NO CREDIT CARDS ARE ACCEPTED

[Handwritten Signature]
 Supervisor

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REGISTRATION FORM MARCH 2016 SEMINAR

Seminar Date: 3/16/16

Session: 1:00 TO 4:00 PM

Check# _____ Amt: _____

Name(s): Tawana Hood

Payment in full is required when paying at the door

Business/Organization Name: TxDmv

Phone # 512 465 1277 Fax# 512 465 3535

*** REFUNDS ARE NOT GIVEN FOR SEMINAR ATTENDANCE, BUT SUBSTITUTIONS ARE ALLOWED.**

Email Address: tawana.hood@txdmv.gov

#Attending 1

- \$150.00 seminar registration fee per person with course manual paid by mail.
- \$160.00 seminar registration fee paid at the door per person.
- \$105.00 state application, surety bond and liability insurance fee (required for new applicants and renewing notaries payable by separate check to American Surety Bond.)

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