



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002335
Purchase Order Change Notice (# 2)

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **03/11/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **04/19/16**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE 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: 1P12 - Finance Admin Services
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742768479 4

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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

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, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

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

TxDMV Contact: Monica Hernandez @ 512/465-1261 or via email at: Monica.Hernandez@TxDMV.gov

Vendor Contact: Brandy Faulk @ 512/794-8440 or via email at: Bfaulk@Microassist.com

POCN#1 4/15/16 - LAV

Issued POCN to reschedule the date of the training classes for the following (New class date / name of employee attending):

June 17, 2016 - K. Parker (Rescheduled from April 12, 2016)

July 19, 2016 - P. Graef (Rescheduled from May 13, 2016)

Per email dated 4/13/16 TxDMV will be charged for the 4/12/16 class, but the vendor will allow a free re-take for an upcoming class. TxDMV has three months to use the free re-take; date options are as follows: 5/13/16, 6/17/16, or 7/19/16. rg

PAR Changed Purchaser from LAV to RLG 4-18-2016.

POCN 2 - 4/19/16

Issued POCN to cancel Patricia Graef's registration for July 19, 2016. rg

Authorized Signature

Rhonda Gips, CFM

04/19/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002335
Purchase Order Change Notice (# 2)

Page: 2 of 3

POCN 3 - 6/15/16

Per email dated 5/26/16 TxDMV will be charged for the 5/24/16 class, but the vendor will allow a free re-take for an upcoming class. TxDMV has three months to use the free re-take; date options are as follows: 6/30/16, 7/28/16, or 8/24/16.

Katrice Gil will be attending the Aug. 24, 2016 Excel 2013 Part 3 Class. rg

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroSoft Excel 2013 Part 2 Intermediate Time: 8:30AM-4:30PM Location: Microassist; 8500 Shoal Creek Blvd, Austin, TX Date/Employee: 4/12 J. Wagner & K. Parker-- 5/13 K.Gil & J. Ruiz-- 6/17 K. Vasquez, P. McGowan & K. Parker-- 7/19 P. Graef	924/40	6.0000	EA	\$175.00	\$1,050.00	06/17/2016
						Schedule Total	\$1,050.00
						<u>ReqID:</u> 0000002564	
						Item Total for Line # 1	\$1,050.00

All cancellations must be received 2 working days 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.

Authorized Signature

Rhonda Lips, CTM

04/19/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002335
Purchase Order Change Notice (# 2)

Page: 3 of 3

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
2- 1	MicroSoft Excel 2013 Part 3 Advanced Level Time: 8:30AM - 4:30PM Location: Microassist; 8500 Shoal Creek Blvd, Austin, TX Employees Attending: April 21st: A. Sylva & E. Weissbeck May 24th: E. Horn & J. Doan	924/40	4.0000	EA	\$175.00	\$700.00	05/24/2016
						Schedule Total	<input type="text" value="\$700.00"/>
						ReqID: 0000002564	
						All cancellations must be received 2 working days 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 # 2	<input type="text" value="\$700.00"/>

Total PO Amount

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

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

Authorized Signature

Rhonda Gips, CFM

04/19/2016