



Texas Dept of Motor Vehicles
Purchase Order # 60800 0000002399

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **03/29/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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: 1P12
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742768479

Purchaser: Lilia Ana VanderWal
Phone: 512/465-5808
Fax: 512/465-5641
Email: Lilia.VanderWal@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.

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

All cancellations must be received four working days before the 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.

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

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

Authorized Signature

Lilia A. VanderWal, CTM, CPM

03/29/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroAssist - Microsoft Word 2013 Part 3 Date of Course: 4/20/16 Employee: Connie Green	924/40	1.0000	EA	175.00000	175.00	04/20/2016
						Schedule Total	175.00
						ReqID: 0000002630	
Location: 8500 Shoal Creek Boulevard, Austin, TX 78757						Item Total for Line # 1	175.00
2- 1	MicroAssist - Microsoft Outlook 2013 Part 2 Date of Course: 05/17/16 Employee: Connie Green	924/40	1.0000	EA	175.00000	175.00	05/17/2016
						Schedule Total	175.00
						ReqID: 0000002630	
Location: 8500 Shoal Creek Boulevard, Austin, TX 78757						Item Total for Line # 2	175.00

Total PO Amount 350.00

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

Julia A. VanderWal, CTM, CTM

03/29/2016