



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002459**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **D** Date: **04/14/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

**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:** 1P00 - TxDMV Warehouse  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Bill To:** 4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1742768479 4

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

**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.

TxDMV Contact: Regina Ygnacio - 512-465-1222 or Regina.Ygnacio@TxDMV.gov  
Vendor Contact: Brandy Sommer - 512-794-8440 or BSommer@microassist.com

**Authorized Signature**  
*Rhonda Gips, cmm*  
**04/14/2016**



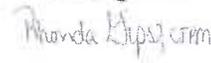
**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002459**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroAssist - Microsoft Outlook 2013 - Level 2 8500 Shoal Creek, Building 4, Ste. 225, Austin, TX May 17, 2016, 8:30 am - 4:30 pm Attendee: Regina Ygnacio	924/40	1.0000	EA	\$175.00	\$175.00	05/17/2016
						<b>Schedule Total</b>	<input type="text" value="\$175.00"/>
						<u>ReqID:</u> 0000002728	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$175.00"/>

**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**  
  
**04/14/2016**

For Office Use:  
 ORS \_\_\_\_\_  
 LMS \_\_\_\_\_



# MicroAssist

## COURSE REGISTRATION FORM

Training Division

8500 Shoal Creek, Building 4, Suite 225  
 Austin, Texas 78757

*Instructions:*

1. Please send the completed registration form to MicroAssist. Send via fax to (512)794-8742 or scan and send via e-mail to [training@microassist.com](mailto:training@microassist.com).
  2. Student is responsible for meeting all course prerequisites.
- For information or assistance, please call (512)794-8440.*

Course Title	Date	Time	Course Fee (per person)	
Outlook 2013 Part II	May 17 <sup>th</sup> , 2016	8:30 – 4:30	\$175 class	
Participant Name	Job Title	Phone Number	Fax Number	E-Mail Address
1.Regina Ygnacio	Exec Asst	465-1222		Regina.ygnacio@txdmv.gov
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

All open enrollment cancellations must be received 2 working days (48 hours) 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.

Contact Person Regina Ygnacio	Phone Number 512-465-1222	Fax Number	Email Address <a href="mailto:Regina.ygnacio@txdmv.gov">Regina.ygnacio@txdmv.gov</a>
Mailing Address 4000 Jackson Avenue	City Austin	State TX	Zip 78731
Select payment method: Purchase Order Credit Card Check	Signature of Person Authorized to Commit Funds  <i>Rhonda Geps</i>		