



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002544
Purchase Order Change Notice (# 1)

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **05/04/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **06/06/16**

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: STATE AUDITOR'S OFFICE
PO BOX 12067
AUSTIN TX 787112067
United States

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

Vendor ID: 3308308308 0

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

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:

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

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: Tawana Hood - 512-465-1277 or Tawana.Hood@TxDMV.gov

Vendor Contact: ProfessionalDevelopment@sao.texas.gov

POCN 1 - 6/06/16

Exchange Claudette Otis-Watkins for Tammy Russ on Line 2 for 2016 Audit Conference on Aug. 17-18, 2016. rg

Authorized Signature

Rhonda Gips, CFM

06/06/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Developing Audit Work Programs - State Auditor's Office John M. Keel Learning Center, Austin, TX Jun 6-7, 2016 8:30 am - 5:00 pm Attendee: Tammy Russ	924/25	1.0000	EA	\$329.00	\$329.00	06/06/2016
						Schedule Total	\$329.00
						<u>ReqID:</u> 0000002835	
Cancellation Date: May 31, 2016						Item Total for Line # 1	\$329.00
2- 1	State Auditor's Office 2016 Audit Conference Joe C. Thompson Conference Center, Austin, TX Aug 17-18, 2016 8:30 am - 5:00 pm	924/25	10.0000	EA	\$349.00	\$3,490.00	08/17/2016
						Schedule Total	\$3,490.00
						<u>ReqID:</u> 0000002835	
Attendees: Tammy Russ Tim Flenniken Chelle Young Allen Brislin John Hobbs Beverly Johnson John O'Neill Tanya Vernon Sylvia Alvarado Robert Phillips							
Cancellation Date: Aug 10, 2016						Item Total for Line # 2	\$3,490.00
						Total PO Amount	\$3,819.00

Authorized Signature

Rhonda Gips, CFM

06/06/2016



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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, CTM

06/06/2016

From: [Krista Oswald](#)
To: [Gips, Rhonda](#)
Subject: Re: PO 60800 0000002544
Date: Monday, June 06, 2016 2:26:27 PM

Hi Rhonda,

I replaced Tammy's registration for the 2016 Audit Conference with Claudette. Is this the PO# I should add to Claudette's registration?

Thank you,
Krista

>>> "Gips, Rhonda" <Rhonda.Gips@txdmv.gov> 6/6/2016 2:12 PM >>>
>

What is required to switch one of our employees for the August 17-18 training? We need to replace Tammy Russ with Claudette Otis-Watkins.

Your assistance is greatly appreciated.

Thank you
Rhonda

Rhonda Gips|| Purchaser
Finance and Administrative Services Division
Tell us how we're doing. Complete our [customer satisfaction survey](#).
E: Rhonda.Gips@TxDMV.gov **O:** 512.465.4199 **F:** 512.465.5641

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