



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002556

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

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

Vendor ID: 1742768479 4

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:

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: Stacey Cullen - 512-465-4164 or Stacey.Cullen@TxDMV.gov

Vendor Contact: Brandy Faulk - 512-794-8440 or bfaulk@microassist.com

POCN 1 - 5/12/16

Switch Lori Smith - scheduled to attend Excel 2013 Part 2 on 5/13/16 with Maurie Cox - scheduled to attend Excel 2013 Part 2 on 6/17/16. rg

POCN 2 - 5/18/16

Switch Chuck Bennett's 5/18/16 Excel 2013 Dashboards class to 8/30/16 Excel 2013 Dashboards class. Per email dated 5/18/16, TxDMV will be charged for Chuck Bennett's 5/18/16 class, but the vendor will allow a free re-take for the 8/30/16 class. rg

POCN 3 - 5/31/16

Rescheduled classes for Robert Rice; see lines 3 and 6. rg

POCN 4 - 6/30/16

Rescheduled class for Maurie Cox; see line 8. rg

Authorized Signature

Rhonda Gips, CFM

05/06/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroAssist training class - Excel 2013 Part 2 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX May 13, 2016 8:30 am - 4:30 pm Attendees: Brenda Shelton Lisa Martinez Lori Smith	924/40	3.0000	EA	\$175.00	\$525.00	05/13/2016
						Schedule Total	\$525.00
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 1	\$525.00
2- 1	MicroAssist training class - Excel 2013 Dashboard 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX May 18, 2016 8:30 am - 4:30 pm Attendees: William Koch Chuck Bennett Deborah Raef	924/40	3.0000	EA	\$245.00	\$735.00	05/18/2016
						Schedule Total	\$735.00
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 2	\$735.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	MicroAssist training class - Excel 2013 Part 1 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 2, 2016 8:30 am - 4:30 pm Attendees: William Koch Carey Osborn Robert Rice	924/40	3.0000	EA	\$175.00	\$525.00	06/02/2016
						Schedule Total	\$525.00
						<u>ReqID:</u> 0000002857	
POCN 3 - 5/31/16 Cancel Robert Rice's registration for 6/02/16. Reschedule for 7/07/16. rg						Item Total for Line # 3	\$525.00
4- 1	MicroAssist training class - PowerPoint 2013 Part 1 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 9, 2016 8:30 am - 4:30 pm Attendee: Tracey Stafford	924/40	1.0000	EA	\$175.00	\$175.00	06/09/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 4	\$175.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
5- 1	MicroAssist training class - Excel 2013 Data Analysis w/ Power Pivot 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 10, 2016 1:00 pm - 4:30 pm Attendees: William Koch Deborah Raef Cindy Sedillo Stephanie Rogers	924/40	4.0000	EA	\$245.00	\$980.00	06/10/2016
						Schedule Total	\$980.00
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 5	\$980.00
6- 1	MicroAssist training class - Excel 2013 Part 2 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 17, 2016 8:30 am - 4:30 pm Attendees: Carey Osborn Maurie Cox Robert Rice	924/40	3.0000	EA	\$175.00	\$525.00	06/17/2016
						Schedule Total	\$525.00
						<u>ReqID:</u> 0000002857	
POCN 3 - 5/31/16 Cancel Robert Rice's registration for 6/17/16. Reschedule for 8/12/16. rg						Item Total for Line # 6	\$525.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
7- 1	MicroAssist training class - PowerPoint 2013 Part 2 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 21, 2016 8:30 am - 4:30 pm Attendee: Tracey Stafford	924/40	1.0000	EA	\$175.00	\$175.00	06/21/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 7	\$175.00
8- 1	MicroAssist training class - Excel 2013 Part 3 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 30, 2016 8:30 am - 4:30 pm Attendee: Maurie Cox	924/40	1.0000	EA	\$175.00	\$175.00	06/30/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000002857	
POCN 4 - Class rescheduled for 8/24/16. rg						Item Total for Line # 8	\$175.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
9- 1	MicroAssist training class - Excel 2013 Data Analysis w/ Pivot Tables 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX July 14, 2016 8:30 am - 12:00 pm Attendee: Brenda Shelton	924/40	1.0000	EA	\$245.00	\$245.00	07/14/2016
						Schedule Total	\$245.00
						ReqID: 0000002857	
						Item Total for Line # 9	\$245.00
10- 1	MicroAssist training class - Word 2013 Part 2 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX July 20, 2016 8:30 am - 4:30 pm Attendee: Robert Rice	924/40	1.0000	EA	\$175.00	\$175.00	07/20/2016
						Schedule Total	\$175.00
						ReqID: 0000002857	
						Item Total for Line # 10	\$175.00

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
11- 1	MicroAssist training class - Excel 2013 Data Analysis w/ Pivot Tables 8500 Shoal Creek, Bldg 4, Ste 225; Austin, TX June 10, 2016 8:30 am - 12:00 pm Attendees: Cindy Sedillo Stephanie Rogers	924/40	2.0000	EA	\$245.00	\$490.00	06/10/2016
						Schedule Total	<input type="text" value="\$490.00"/>
						<u>ReqID:</u> 0000002857	
						Item Total for Line # 11	<input type="text" value="\$490.00"/>

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

05/06/2016