

Payment Terms: NET30 Freight Terms: FOB Ship Via: NA PCC: 0 Date: 05/11 Destination			1/16 PO Method: LA	6 PO Method: IA Dispatch: Dispatch Rev Dt: Via Print					
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: Phone: Fax: Email:	Rhonda Lee Gips 512/465-4199 512/465-5641 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: Jo Dale Guzman - 512-936-9460 or Jodale.Guzman@sao.texas.gov

Authorized Signature	
Rhonda Yips, crem	

<u>05/11/2016</u>



Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date	
1-1	Excel Macros - Ways Auditors & Advanced Excel Users Can Automate Tasks SAO Computer Training Room, Austin, TX July 11-12, 2016 8:30 am - 5:00 pm Attendee: Tim Flenniken	924/25	1.0000	EA	\$299.00	\$299.00	05/20/2016	
	Schedule Total \$299.00 <u>ReqID:</u> 0000002879							
Cancellation Date: July 5, 2016 - Course cancellations must be made in writing to professionaldevelopment@sao.texas.gov and should be received by the posted cancellation date; otherwise, the registrant may be charged for the course materials. Payment: State of Texas agencies will be invoiced after the course. Item Total for Line #1 \$299.00								
All Shipme	ents, Shipping papers, invoices ar	d correspondence	ce must be identifi	ed with our P		Total PO Amount	\$299.00	

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

Authorized Signature					
Rhonda Kips, crpm					

<u>05/11/2016</u>