



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002631

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **05/26/16** 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: 713 HOTEL OPERATING LLC
DBA MCM ELEGANTE HOTEL AND SUITES
801 AVENUE Q
LUBBOCK TX 794012617
United States

Ship To: 1P10 - Enforcement Division
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1462723495 9

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

Authorized Signature

Paula Ramsey, CTM, CTM

05/27/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space for Lubbock Dealer Training Seminar on 7-21-16	971/65	1200.0000	UNT	\$1.00	\$1,200.00	05/31/2016
						Schedule Total	\$1,200.00
						ReqID: 0000002959	
						Contact is Lexi Phillips - lexibphillips@gmail.com	
						Item Total for Line # 1	\$1,200.00
						Total PO Amount	\$1,200.00

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

Paula Ramsey, CTM, CTPM

05/27/2016



801 Ave Q, Lubbock, TX 79401 Tel: 806-763-1200 Fax: 806-763-2656

Folio #: 1773238

BEO # 67384-01

Thursday, May 19, 2016

Banquet Event Order

Account: 10-TX Dept of Motor Vehicles		Event Date: Thursday, July 21, 2016	
BEO Name:	TX Dept. of Motor Vehicles	Contact:	Stacey Cullen
Address:	4000 Jackson Avenue Austin, TX 78731	Phone:	512-465-7532 Ext
On-Site contact:		Fax:	
Method of Payment:	Purchase Order	Email:	stacey.cullen@txdmv.gov
		Booked By:	lexi phillips
		Catering SRV:	lexi phillips

Room Rental: \$820.00

Date	Time	Room	Function	Setup	GTD	SET
21-Jul-2016	8:00AM - 5:00PM	Petroleum/Cotton Room	Conference	Classroom	150	150

From 8:00AM to 5:00PM in the Petroleum/Cotton Room for 150 people - TX Dept. of Motor Vehicles - Confere

FOOD MENU

SETUP

BEVERAGE MENU

AUDIO VISUAL

Starbucks Regular Coffee- Complimentary 3 Gallon
Starbucks Decaffeinated Coffee- Complimentary 2 Gallon

1 8" Screen @ 20.00 ea.
1 Audio Package @ 50.00 ea.
1 Standing Podium @ N/C
1 Presidential Style Podium Mic @ 25.00 ea.
1 Wireless Lavalier @ N/C

SPECIAL CHARGES

All charges are subject to applicable taxes and service charges. All meeting rooms are subject to change. Tax exempt forms must be presented prior to event to receive benefit.

The above Banquet Event Order confirms all arrangements for your scheduled function. Please review this document carefully and indicate your acceptance and approval by signing below and returning a signed copy of each page upon receipt. A final guarantee of attendance is due 72 hours prior to arrival. Event cancellations within 14 days will be subject to full charges. Weddings and special catered events cancelled less than six months prior to the event will forfeit initial deposit. If a revised guarantee is not received by the 72 hour cut-off, the number indicated in the Guests field will be used for billing purposes. Thank you. We look forward to hosting your event.

This BEO was printed on 19 May 2016 at 3:58 PM.

Client Authorization

Hotel Authorization

Signature: Stacey Cullen Date: 5-25-16

Signature: Lexi Phillips Date: 5-27-16