



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002680

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **06/09/16** 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: Patricia Graef - 512-465-4187 or Patricia.Graef@TxDMV.gov

Vendor Contact: Brandy Faulk - 512-794-8440 or BFaulk@MicroAssist.com

Authorized Signature

Rhonda Gips, CFM

06/09/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroAssist - Excel 2013: Part 2 Austin, TX Aug. 12, 2016 Patricia Graef	924/35	1.0000	EA	\$175.00	\$175.00	06/20/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000003021	
						Item Total for Line # 1	\$175.00

Total PO Amount \$175.00

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

Rhonda Lipsz, CFM

06/09/2016

For Office Use:

ORS _____

LMS _____

COURSE REGISTRATION FORM**MicroAssist***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.
 2. Student is responsible for meeting all course prerequisites.
- For information or assistance, please call (512)794-8440.*

Course Title Excel 2013: Part 2	Date 8/12/16	Time 8:30-4:30	Course Fee (per person) \$175.00	
Participant Name	Job Title	Phone Number	Fax Number	E-Mail Address
1. Patricia Graef	Accountant	512-465-4187		Patricia.Graef@TxDMV.gov
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

All open enrollment cancellations must be received 2 working days 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 Rhonda Gips	Phone Number 512-465-4199	Fax Number	Email Address Rhonda.Gips@TxDMV.gov
Mailing Address 4000 Jackson Ave	City Austin	State TX	Zip 78731
PO Number 60800 0000002680	Signature of Person Authorized to Commit Funds 		