



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002731**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **06/27/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **09/09/16**

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

**Vendor:** FRED PRYOR SEMINARS  
DBA FRED PRYOR SEMINARS/CAREERTRACK  
PO BOX 219468  
KANSAS CITY MO 641219468  
United States

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

**Vendor ID:** 1431830400 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: Christy Matoska - 512-465-4061 or Christy.Matoska@TxDMV.gov

Vendor Contact: Customer Service - 800-556-3012 or custserv@pryor.com

POCN 1 - 9/09/16  
Changed attendee from Christy Matoska to Donny Ruenke. rg

**Authorized Signature**

*Rhonda Gips, CFM*

**09/09/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	<b>Fred Pryor Seminar - Managing Multiple Priorities, Projects &amp; Deadlines Sept. 14, 2016 Attendee: Donny Ruemke</b>	924/25	1.0000	EA	\$39.00	\$39.00	09/14/2016
						<b>Schedule Total</b>	<input type="text" value="\$39.00"/>
						<u>ReqID:</u> 0000003064	
<b>Cancellation Policy</b>							
Registration may be cancelled up to 10 business days before the program, and Fred Pryor will refund tuition less a cancellation fee. Substitutions and transfers may be made at any time to another program of choice scheduled within 12 months of original event. Please note that if you do not cancel and do not attend, you are still responsible for payment.							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$39.00"/>

**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.

**Authorized Signature**

*Rhonda Gips, CFM*

**09/09/2016**