



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002768**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **07/05/16** 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:** SKILLPATH SEMINARS  
P O BOX 804441  
KANSAS CITY MO 641800001  
United States

**Ship To:** 1P12 - Finance Admin Services  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1431685651 8

**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: Richard Mayer - 512-465-4084 or Richard.Mayer@TxDMV.gov

Vendor Contact: Customer Service - 1-800-873-7545 or customercare@skillpath.com

**Authorized Signature**

*Rhonda Gips, CFM*

**07/05/2016**

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Excelling as a Highly Effective Team Leader Best Western Plus City Hotel; Austin, TX Sept. 22-23, 2016 Attendee: Richard Mayer	924/25	1.0000	EA	\$299.99	\$299.99	09/22/2016
						<b>Schedule Total</b>	<b>\$299.99</b>
						<u>ReqID:</u> 0000003155	
<p>Cancellations and Substitutions: Cancellations received up to five (5) business days before the seminar are refundable, minus a registration service charge, which you may apply toward any future seminar. After that, cancellations are subject to the entire seminar fee, which you may also apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.</p>							
						<b>Item Total for Line # 1</b>	<b>\$299.99</b>

<b>Total PO Amount</b>	<b>\$299.99</b>
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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, CTM

07/05/2016

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Call us: 1-800-873-7545

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## Thank You!

TxDMV, we appreciate your business.

### Seminar Information:

**Excelling as a Highly Effective Team Leader**

September 22 - 23, 2016 9:00 AM - 4:00 PM

[Add to your Outlook calendar](#)

Best Western Plus City Hotel

2200 S. IH-35

Austin, TX 78704

[Map this location](#)

### Company/Personal Information:

TxDMV

4000 Jackson Ave

Austin, TX 78731

**Phone Number:** 512-465-4084

### Attendees:

**1. Mr. Richard Mayer***Excelling as a Highly Effective Team Leader*

\$299.00

**Tax:** \$0.00**Seminar Total:** \$299.00

### Recommended Resource:

**S&H:** \$0.00**Tax:** \$0.00**Resource Total:** \$0.00**Total:**

\$299.00

### Payment Information:

**Payment Method:** Purchase Order**Purchase Order Number:** 0000002768

Thank you for enrolling in ...

**Excelling as a Highly Effective Team Leader**

We appreciate your business. You have our firm promise to make this the most rewarding training program you've ever attended. Your Express Admission Ticket—which serves as your invoice/record of payment—will arrive via e-mail within 1 business day.

**Cancellations and substitutions.**

Cancellations received up to five business days before the seminar are refundable, minus a registration service charge, which you may apply toward any future seminar. After that, cancellations are subject to the entire seminar fee, which you may also apply toward a future seminar. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

**Lunch is on your own. Why not invite another participant to dine with you?**

You can share information, review the morning and make each day even more enjoyable.

**Parking.** We do our best to find seminar facilities that have all the

pluses we look for: Convenient location, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine parking fees—often they can direct you to free parking just around the corner.

## Billing Address:

Same as company address.

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All of our workshops are backed up by our 100% money-back guarantee. If you don't believe you got the best and most valuable tips for conquering the barriers keeping you from success, you get your money back—it's that simple.



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