



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002777

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **07/08/16** 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: Monica Hernandez - 512-465-1261 or Monica.Hernandez@TxDMV.gov

Vendor Contact: Leslie Janek - 512-794-8440 or ljanek@microassist.com

Authorized Signature

Rhonda Gips, CFM

07/08/2016



Texas Department of Motor Vehicles
Business Unit # 60800
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Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Excel 2013: Part 1 Training Microassist Training Facility; Austin, TX August 2, 2016 8:30 am - 4:30 pm Attendee: Michelle Schaufelberger	924/40	1.0000	EA	\$175.00	\$175.00	08/02/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000003171	
						Item Total for Line # 1	\$175.00
2- 1	Excel 2013: Part 2 Training Microassist Training Facility; Austin, TX August 12, 2016 8:30 am - 4:30 pm Attendee: Irma Rodriguez	924/40	1.0000	EA	\$175.00	\$175.00	08/12/2016
						Schedule Total	\$175.00
						<u>ReqID:</u> 0000003171	
						Item Total for Line # 2	\$175.00
						Total PO Amount	\$350.00

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 Lips, CFM

07/08/2016



Course Registration Form

Training Division

8500 Shoal Creek, Building 4, Suite 225

Austin, TX 78757

Instructions

- Please fax completed registration form to Microassist at (512) 794-8742, or email a scanned, completed registration form to training@microassist.com.
- Student is responsible for meeting all course prerequisites.
- For information or assistance, please call (512) 794-8440.

Course Information

Course Title	Date	Time	Course Fee (per student)
Excel 2013: Part 2	08/12/2016	8:30AM	\$175

Student Information

No.	Student Name	Job Title	Phone	Fax	Email Address
1.	Irma Rodriguez	Accountant	5124651411		Irma.Rodriguez@txdmv.gov
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Purchasing Information

All cancellations must be received two working days (48 hours) before the 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: Monica Hernandez	Phone Number: 512-465-1261	Fax Number:	Email Address: Monica.Hernandez@TxDMV.gov
Mailing Address: 4000 Jackson Ave	City: Austin	State: TX	Zip: 78731

Payment Information (please choose one):

☒ Purchase Order
 ☐ Credit Card
 ☐ Invoice
 ☐ Check

Signature of Person Authorized to Commit Funds:

Rhonda Lips



Course Registration Form

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8500 Shoal Creek, Building 4, Suite 225

Austin, TX 78757

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- Student is responsible for meeting all course prerequisites.
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Course Information

Course Title	Date	Time	Course Fee (per student)
Excel 2013: Part 1	8/2/16	8:30 am	\$175

Student Information

No.	Student Name	Job Title	Phone	Fax	Email Address
1.	Michelle Schaufelberger	Accountant	5124655827		Michelle.Schaufelberger@TxDMV.gov
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Purchasing Information

All cancellations must be received two working days (48 hours) before the 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: Monica Hernandez	Phone Number: 512-465-1261	Fax Number:	Email Address: Monica.Hernandez@TxDMV.gov
Mailing Address: 4000 Jackson Ave	City: Austin	State: TX	Zip: 78731
Payment Information (please choose one):			
<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice <input type="checkbox"/> Check			
Signature of Person Authorized to Commit Funds: <i>Rhonda Lips</i>			