



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002932**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **08/10/16** PO Method: **IA** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
OFFICE OF CONFERENCES & TRAINING  
LBJ SCHOOL OF PUBLIC AFFAIRS  
PO BOX Y  
AUSTIN TX 787138925  
United States

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

**Vendor ID:** 3721721721 7

**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:**

Interagency Agreement Contract Act TX Gov Code, Title 7, Chapter 771

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: 512-471-0820 or lbjopdinfo@austin.utexas.edu

**Authorized Signature**

*Rhonda Gips, CFM*

**08/10/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Biennial Legislative Communication Conference Commons Learning Center; Austin, TX Oct. 13, 2016 8:00 am - 4:00 pm Attendee: Linda Flores	963/37	1.0000	EA	\$295.00	\$295.00	10/13/2016
						<b>Schedule Total</b>	\$295.00
						<b>ReqID:</b> 0000003347	
<b>Cancellation Policy</b>  If you need to cancel your registration, your written cancellation notice must be received before August 31, 2016 in order for you to receive a full refund. Thereafter, cancellation notices received after August 31, 2016 and before September 29, 2016 will be charged a \$65 administrative fee. If cancellation occurs between September 29, 2016 and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellation notices should be emailed to lbjopdinfo@austin.utexas.edu. Phone messages do not serve as official cancellation notices.							
						<b>Item Total for Line # 1</b>	\$295.00

**Total PO Amount** \$295.00

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 Gips, CFM

**08/10/2016**

## Biennial Legislative Communication Conference

One registrant per form, please.

<b>Date(s):</b>	October 13, 2016
<b>Registration Fee:</b>	\$295

Please enter your registration information below:

(\* indicates a required field)

Vendor I.D. for processing purchase order: #37217217217072

Warrant to be deposited in local funds.

First Name*	<input type="text" value="Linda"/>
Last Name*	<input type="text" value="Flores"/>
Title	<input type="text" value="Chief Financial Officer"/>
Organization*	<input type="text" value="Texas Department of Motor Vehicles"/>
Address*	<input type="text" value="4000 Jackson Ave"/>
City*	<input type="text" value="Austin"/>
State*	<input type="text" value="TX"/> ▼
ZIP Code*	<input type="text" value="78731"/>
Phone*	<input type="text" value="512-465-4125"/> (ex. 512-555-1212)
Fax	<input type="text"/>
Email Address*	<input type="text" value="Linda.Flores@TxDMV.gov"/>
Purchase Order # (OPTIONAL/NOT REQUIRED)	<input type="text" value="60800 0000002932"/>

If you have special accommodation needs due to a disability please contact us at 512-471-0820.

We will mail an invoice to the registrant at the address provided when registering. We do not need to receive payment prior to the event and we ask that you **not** bring payment with you to the event.

Payments can be mailed to the following address:

The University of Texas at Austin  
 Lyndon B. Johnson School of Public Affairs  
 Office of Conferences and Training  
 P.O. Box Y  
 Austin, TX 78713-8925

Please call 512-471-0820 with any payment questions.

TX Payee ID# 37217217217

FEI # 17460002037

To ensure proper credit when paying via direct deposit. PLEASE notify this office that you are paying via direct deposit BEFORE you process payment. Thank you.

**Cancellation Policy**

If you need to cancel your registration, your written cancellation notice must be received before **August 31, 2016** in order for you to receive a full refund. Thereafter, cancellation notices received after **August 31, 2016** and before **September 29, 2016** will be charged a \$65 administrative fee. If cancellation occurs between **September 29, 2016** and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellation notices should be emailed to [lbjopdinfo@austin.utexas.edu](mailto:lbjopdinfo@austin.utexas.edu). Phone messages do not serve as official cancellation notices.

**Notice Concerning Your Information**

The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also gives you the right to request a copy of that information; and to have The University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas 78713 (email: [cfo@www.utexas.edu](mailto:cfo@www.utexas.edu)).

**I have read, understand, and will comply with the above cancellation policy**