



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002933**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **08/10/16** 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: Tawana Hood - 512-465-1277 or Tawana.Hood@TxDMV.gov

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

**Authorized Signature**

*Rhonda Gips, CFM*

**08/10/2016**





# 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: VBA	8/31/16	8 am - 4 pm	\$375.00

## Student Information

No.	Student Name	Job Title	Phone	Fax	Email Address
1.	Tim Flenniken	Auditor	512-465-5625		Tim.Flenniken@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.

<b>Contact Person:</b> Tawana Hood	<b>Phone Number:</b> 512-465-1277	<b>Fax Number:</b>	<b>Email Address:</b> Tawana.Hood@TxDMV.gov
<b>Mailing Address:</b> 4000 Jackson Ave	<b>City:</b> Austin	<b>State:</b> TX	<b>Zip:</b> 78731
<b>Payment Information</b> (please choose one):			
<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice <input type="checkbox"/> Check			
<b>Signature of Person Authorized to Commit Funds:</b> Rhonda Leps			