



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000002935**

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **08/11/16** 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  
PROFESSIONAL DEVELOPMENT CENTER  
PO BOX 7518  
AUSTIN TX 787137518  
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.

**Student Withdrawal, Transfer, Refund Policy, and Fees**

Several options are available if a student needs to withdraw from a class. The options depend on when the withdrawal request is made. Nonattendance does not constitute a withdrawal. Official withdrawal procedures must be followed. All withdrawal requests must be received, Monday-Friday, during normal business hours.

Please Note: Registration fees for workshops, exam prep courses, and online courses are non-refundable.

Qualified withdrawals/transfers must be submitted via the student portal or may be submitted using the Course Transfer Form. The form may be submitted via email, fax, or mail. The request must be received at least three (3) full business days before the start of a workshop or exam prep course and two (2) full weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer, or list a substitute. No fees assessed for same day substitutions.

Please Note: A workshop, exam prep, certificate program or online course transfer or credit on file will result in an administrative charge. This fee must be paid at the time of the request.

TxDMV Contact: Juan Luna - 210-731-2141 or Juan.Luna@TxDMV.gov

Vendor Contact: 512-471-4633 or cpe@austin.utexas.edu

**Authorized Signature**

*Rhonda Gips, CFM*

**08/11/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Building Personal Leadership Skills Class - BUS-1001 UT Austin Joe C. Thompson Conference Center, Room 3.108 August 23, 2016 8:30 am - 4:30 pm Attendee: Juan Luna (jrl4355)	924/25	1.0000	EA	\$435.00	\$435.00	08/23/2016
						<b>Schedule Total</b>	<input type="text" value="\$435.00"/>
						<b>ReqID:</b> 0000003358	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$435.00"/>

**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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**Authorized Signature**

*Rhonda Gips, CFM*

**08/11/2016**



# The University of Texas at Austin Center for Professional Education

## Extended Campus REGISTRATION FORM

Please complete each section of this form.

### HOW TO REGISTER

1. Online Registration: **Preferred Method**  
[www.professionaled.utexas.edu](http://www.professionaled.utexas.edu)
2. By Fax: 512-232-6126
3. In person: See Physical Address below
4. By Mail: Fill out Registration Form and mail with payment to:

Center for Professional Education  
The University of Texas at Austin  
PO Box 7518  
Austin, TX 78713-7518

### HOW DO I GET A UT EID?

Everyone doing business with the University must acquire a UT EID. For more information and to get a UT EID please visit  
[www.utexas.edu/eid/](http://www.utexas.edu/eid/)

### COMPANIES/ORGANIZATIONS

Credit card payment, check, or a purchase order must accompany the registration form. Purchase Orders must include:

- Company billing information.
- Contact name, title and phone number of person authorized to purchase for business/organization.
- What is being authorized; i.e., tuition, books, etc.
- Student(s) name(s), UT EID, course number(s) and dates of class (es).

Enrollment is on a first-come basis. If a course fills or cancels, we will notify the organization or student by email. Tuition will be refunded according to our refund policy guidelines.

### DEBIT CREDIT CARDS

Purchases made with Debit Visa and MasterCard may have a daily charge limit. Please contact your financial institution prior to making any large purchases. Declined cards may be subject to a \$25 processing fee.

### PROMISSORY NOTE

The CPE offers a payment plan option for most cohort style Certificate Programs.

For more information on using a Promissory Note as a payment option please contact the Program Coordinator.

### CPE MAIN OFFICE

Center for Professional Education  
The University of Texas at Austin  
2901 North IH 35, 3rd Floor  
Austin, TX 78722  
Phone: (512) 471-4633 or (800) 687-7345

### PERSONAL INFORMATION

Juan	Luna	jrl4355	210-731-2141
FIRST NAME	LAST NAME	UT EID (REQUIRED)	PHONE #
3500 NW Loop 410	San Antonio, TX	78229	Juan.Luna@TxDMV.gov
ADDRESS	CITY/STATE	ZIP	E-MAIL ADDRESS

STUDENT IS ELIGIBLE FOR THE FOLLOWING FUNDING SOURCE: ☐ VA GI BILL ☐ MYCAA ☐ TX WORKFORCE

☐ Other: \_\_\_\_\_

PREFERRED ADDRESS: (If different from above)

☐ HOME ☐ BUSINESS

STREET ADDRESS	APT#
CITY	
STATE	ZIP
HOME PHONE	CELL PHONE

### HOW DID YOU HEAR ABOUT THIS COURSE?

☐ BILLBOARD ☐ BROCHURE ☐ CPE WEBSITE ☐ CONFERENCE/BOOTH ☐ EMAIL ☐ FRIEND/COLLEAGUE  
☐ FLYER ☐ RADIO ☐ SEARCH ENGINE ☐ WEBSITE ☐ OTHER: \_\_\_\_\_

### COURSE INFORMATION

Building Personal Leadership Skills	BUS-1001
COURSE TITLE	SECTION #
UT Austin	8/23/16
COURSE LOCATION	START / END DATE
\$435.00	
COURSE FEE	

COURSE TITLE	SECTION #
COURSE LOCATION	START / END DATE
COURSE FEE	

### POLICY AGREEMENT

Notification of withdrawals/transfers must be received in writing using the Course Transfer Form. The form may be submitted via e-mail, fax, or mail. The request must be received at least **three full business days** before the start of a workshop or exam prep course and two weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer or list a substitute. No fees assessed for same day substitutions. By signing below, I acknowledge I have read the refund policy found on the CPE website. I am aware of specific course fees and requirements and I agree to abide by the terms stated:

*Rhonda Dipp*  
SIGNATURE (REQUIRED)

8-11-16  
DATE

### PAYMENT METHOD

CREDIT CARD #	<input type="radio"/> PLEASE CHARGE TO UT ACCOUNT (IDT)	<input type="radio"/> CHECK # _____
<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> DISCOVER <input type="radio"/> AMEX	UT ACCOUNT #	Please make checks payable to: UNIVERSITY OF TEXAS AT AUSTIN
EXPIRATION DATE	3-DIGIT CVV	
NAME AS IT APPEARS ON THE CREDIT CARD (PLEASE PRINT)	UT DEPARTMENT	
NAME AS IT APPEARS ON THE CREDIT CARD (PLEASE PRINT)		MAIL CODE
SIGNATURE (REQUIRED FOR ANY PAYMENT ABOVE)		DATE

### THIRD PARTY BILLING INFORMATION

Purchase order must accompany registration form.  
For faster processing please fax a copy of the purchase order to 512-232-6126 or email [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu).

Lisa Selvera	512-465-4027	TxDMV
NAME OF BILLING CONTACT	PHONE	FAX
4000 Jackson Ave, Austin, TX 78731		DMV_FIN-INVOICES@TxDMV.gov
ADDRESS OF BILLING CONTACT		E-MAIL ADDRESS