



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002989

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **0** Date: **08/23/16** 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: OFFICE OF THE ATTORNEY GENERAL
CONFERENCE UNIT 027
PO BOX 12548
AUSTIN TX 787112548
United States

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

Vendor ID: 3302302302 2

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:

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

Mary Menoskey - 512-465-4011 or Mary.Menoskey@TxDMV.gov

Vendor Contact

512-475-4762 or conferences@texasattorneygeneral.gov

Authorized Signature

Rhonda Gips, CFM

08/23/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000002989

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	2016 Open Government Conference Embassy Suites San Marcos Hotel Conference Center Oct. 24-25, 2016 Attendee: Mary Menoskey Invoice: 972-23310	963/37	1.0000	EA	\$195.00	\$195.00	10/07/2016
						Schedule Total	<input type="text" value="\$195.00"/>
						ReqID: 0000003325	
Cancellation Policy: Please send your cancellation notice to conferences@texasattorneygeneral.gov no later than 5 pm on 10/07/16 for participants to have their registration fee refunded. All "no shows" and those who do not notify us of their request to cancel before the deadline date will be billed for the entire registration fee.							
						Item Total for Line # 1	<input type="text" value="\$195.00"/>

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

08/23/2016

**2016 Open Government Conference
Invoice #972-23310**

A copy of this invoice/confirmation has been emailed to you. Please bring this invoice/confirmation letter with you to the seminar

Description	Date	Amount
Registered: Mary Menoskey	07/22/2016	195.00
Total Due		195.00

Remit Payment To:

The Office of the Attorney General
Conference Unit, MC-027
P. O. Box 12548
Austin, TX 78711-2548
Federal Tax ID No. 74-60000057

State Agencies Paying by ITV:

If you are with a state agency paying by ITV, please indicate RTI #800268

Our vendor ID# is 33023023022018. Please reference Invoice #972-23310 and your last name in the "Invoice Number" field of your ITV payment.

Cancellation Policy:

Please send your cancellation notice to conferences@texasattorneygeneral.gov no later than 5 p.m. on 10/07/2016 for participants to have their registration fee refunded. All "no shows" and those who do not notify us of their request to cancel before the deadline date will be billed for the entire registration fee.

Contact for More Information:

Office of the Attorney General's Conference Unit (512) 475-4762

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General Conference Information

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SPONSORS

Office of the Attorney General

The conference registration fee is **\$195.00**. The registration fee covers the cost of the two day training conference, continental breakfasts and refreshment breaks. The registration deadline is **Friday, October 7, 2016, at 5 p.m.** Attendance is limited, and people who do not preregister cannot be guaranteed a place at the conference. You may preregister by completing the online registration form. An invoice will be generated when your online registration information is submitted. Your registration will be complete once a hard copy of your invoice and payment are received at:

The Office of the Attorney General
 Conference Unit, MC-027
 P. O. Box 12548
 Austin, TX 78711-2548

A confirmation letter with detailed conference information will be sent via email in the weeks prior to the conference.

You may pay by check, money order, purchase order* or Inter-Agency Transaction Voucher (ITV).** Credit cards and cash are not accepted.

To receive a full refund, cancellations must be made in writing and received by our office at the address above no later than Friday, October 7, 2016. "No Shows" will be billed the entire registration fee of 195.00.

*Purchase orders should be made out to the Office of the Attorney General's Conference Unit, Federal ID # 74-6000057, and mailed to the above address.

**ITV should include RTI # 800268 and OAG Vendor ID #333023023022018. Reference "Invoice #972" and include each registrant's last name in the "Invoice Number" field.

The site is accessible to persons with disabilities. For special assistance, such as the need for interpreters for the deaf or Braille materials, please contact the Conference Unit at (512) 475-4762 or conferences@texasattorneygeneral.gov no later than Friday, October 7, 2016.

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