



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003017
Purchase Order Change Notice (# 1)

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **09/01/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **10/07/16**

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:

Cheli Castro - 512-465-1386 or Cheli.Castro@TxDMV.gov

Vendor Contact:

512-475-4762 or Conferences@texasattorneygeneral.gov

POCN 1 - 10/07/16

Cancelled Linda Jennings registration for the Open Government Conference; she will not be attending. rg

Authorized Signature

Rhonda Gips, CFM

10/07/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	2016 Open Government Conference Embassy Suites San Marcos Hotel Conference Center Oct. 24-25, 2016 Attendees: Sally Jo Hahn Linda Jennings Invoices: 972-23913 & 972- 23914	963/37	1.0000	EA	\$195.00	195.000 \$	09/23/2016
						Schedule Total	\$195.00
						<u>ReqID:</u> 0000003484	
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	\$195.00

Total PO Amount \$195.00

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.

Authorized Signature

Rhonda Gips, CTM

10/07/2016