



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003030**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **09/07/16** 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:**

Creighton Root - 512-465-4051 or Creighton.Root@TxDMV.gov

**Vendor Contact:**

512-475-4762 or conferences@texasattorneygeneral.gov

**Authorized Signature**

*Rhonda Gips, CFM*

**09/07/2016**



**Texas Department of Motor Vehicles**  
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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|------------------|------------|----------|-----|------------|--------------|----------|
|----------|------------------|------------|----------|-----|------------|--------------|----------|

|  |   |        |        |     |          |                                |                                       |
|--|---|--------|--------|-----|----------|--------------------------------|---------------------------------------|
| 1- 1   | 2016 Open Government<br>Conference<br>Embassy Suites San Marcos<br>Hotel Conference Center<br>Oct. 24-25, 2016<br>Attendee:<br>Creighton Root<br><br>Invoice: 972-23983 | 963/37 | 1.0000 | UNT | \$195.00 | \$195.00                       | 09/21/2016                            |
|  |   |        |        |     |          | <b>Schedule Total</b>          | <input type="text" value="\$195.00"/> |
|  |   |        |        |     |          | <b>ReqID:</b><br>0000003513    |                                       |
| <b>Cancellation Policy:</b><br><br>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. |   |        |        |     |          |                                |                                       |
|  |   |        |        |     |          | <b>Item Total for Line # 1</b> | <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.

**Authorized Signature**

*Rhonda Gips, CFM*

**09/07/2016**

**From:** [Webmaster](#)  
**To:** [Gips, Rhonda](#)  
**Subject:** Conference Invoice  
**Date:** Tuesday, September 06, 2016 2:44:11 PM

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## **Invoice #972-23983      2016 Open Government Conference**

Your pre-registration is now confirmed. **Please print and mail in this form and reference Invoice #972-23983 when making your payment.** You may pay by check or money order. Cash and credit card payments are not accepted.

| <b>Description</b>         | <b>Date</b> | <b>Amount</b> |
|----------------------------|-------------|---------------|
| Registered: Creighton Root | 09/06/2016  | 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 #972-23983 and your last name in the "Invoice Number" field of your ITV payment.

### **Cancellation Policy:**

Cancellations must be sent in writing via email to [conferences@texasattorneygeneral.gov](mailto:conferences@texasattorneygeneral.gov) no later than 5:00 pm on 10/07/2016 for participants to have their registration fee refunded. All "no shows" will be billed the entire registration fee.

### **Contact for More Information:**

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

A confirmation letter will be sent to you via email with site and detailed agenda information a few weeks prior to the conference. You may be denied entrance to the conference if you do not have a copy of the confirmation letter with you at check-in.