



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003041**  
**Purchase Order Change Notice (# 2)**

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **US Mail** PCC: **E** Date: **09/09/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **11/03/16**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** TEXAS AGRICULTURAL EXT SERV  
FISCAL OFFICE  
PO BOX 10420  
COLLEGE STATION TX 778420420  
United States

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

**Vendor ID:** 1746000537 8

**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:**

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.

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**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.

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**TxDMV Contact:**

Mari Aaron Henson - 512-465-1443 or Mari.Aaron@TxDMV.gov

**Vendor Contact:**

Sarah Lazarowitz - 325-673-4822 ext. 121 or SLazarowitz@zacpubs.com

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**POCN 1 - 11/02/16**

Issued POCN to correct the vendor identification number per vendor's request. Due to a warrant already being issued the vendor ID can't be changed until AP reverses payment. rg

**POCN 2 - 11/02/16**

Issued POCN 2 to correct the vendor identification number per vendor's request. rg

**Authorized Signature**

*Rhonda Gips, CFM*

**11/03/2016**



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Page: 2 of 3

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	V.G. Young Institute School for County Tax Assessor- Collectors Exhibit 8'x10' Booth Rental  Embassy Suites San Marcos Hotel, Spa & Conference Center Nov. 14-16, 2016 Attendees: Caroline Love Wendy Cook	971/05	1.0000	LOT	\$400.00	\$400.00	09/16/2016
						<b>Schedule Total</b>	<input type="text" value="\$400.00"/>
						<u>ReqID:</u> 0000003523	
Covers two (2) department representatives and attendance at all conference activities.							
Invoice: 34-2454							
Cancellation/Refund Policy:							
If a cancellation becomes necessary, please send notification to agriliferegister@tamu.edu. Cancellations received no later than 5 pm, Nov. 7, 2016 will receive a refund minus a \$65 administrative fee. The administrative fee is due for all cancellations, regardless if your payment has been received. Payment is due in full if cancellation is not sent by 5 pm, Nov. 7, 2016. Substitutions are accepted. Please contact your hotel for their cancellation/refund policy.							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$400.00"/>
2- 1	Registration for additional staff to attend Conference Attendee: Mari Aaron Henson	963/64	1.0000	EA	\$50.00	\$50.00	09/16/2016
						<b>Schedule Total</b>	<input type="text" value="\$50.00"/>
						<u>ReqID:</u> 0000003523	
						<b>Item Total for Line # 2</b>	<input type="text" value="\$50.00"/>

**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*

**11/03/2016**



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Page: 3 of 3

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**Authorized Signature**

*Rhonda Gips, CTM*

**11/03/2016**