



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003097

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **09/21/16** 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: 1P12 - Finance Admin Services
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:

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:

Connie Green - 512-465-4136 or Connie.Green@TxDMV.gov

Vendor Contact:

Liliya Spinazzola - 512-232-2230 or LSpinazzola@austin.utexas.edu

Authorized Signature

Rhonda Gips, CFM

09/21/2016



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003097

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Strategies for Effective Public Speaking (2 Days)	924/35	1.0000	EA	\$4,850.00	\$4,850.00	10/24/2016
	Oct. 24 and 26, 2016						
	Location: 4000 Jackson Ave, Bldg 1 Lone Star Room Austin, TX 78731						
	Instructor: Amira Pollock						
						Schedule Total	\$4,850.00
					ReqID: 0000003541		
	The maximum number of participants per full-day class is 25.						
	Attendees to be determined.						
	Per attached course description					Item Total for Line # 1	\$4,850.00
						Total PO Amount	\$4,850.00

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, CFM

09/21/2016



The University of Texas at Austin Center for Professional Education

Strategies for Effective Public Speaking (2-Day Class)

Proposed Class Date:

October 24, 2016 and October 26, 2016

Course Description

Whether we're talking in a team meeting or presenting in front of an audience, we all have to speak in public from time to time. We can do this well, or not so well. When we convey our message in a confident and clear way, it can enhance our reputation, boost our self-confidence, advance our career, and open opportunities.

This two-day workshop provides the tools, tips and actual practice that will help participants speak with more confidence and ease at work and social settings. Participants will have the opportunity to present through interactive practice in a safe and supportive environment.

Learner Outcomes

- Learn how to create an effective presentation
- Learn the importance of a strong opening and closing
- Use tips for building rapport and connecting with the audience
- Understand how PowerPoint and visual aids can help or hurt
- Practice tips to help overcome the fear of public speaking
- Use time and content effectively



The University of Texas at Austin Center for Professional Education

Pricing Structure

The Center for Professional Education Corporate and Government Learning Solutions provides Onsite training for Strategies for Effective Public Speaking as a 2-day course at a cost of \$4850.00.

Cost will increase if there are any required books and assessment fees including instructor travel and lodging expenses. There are currently no additional books or assessments for this class.

The maximum number of participants per full-day class is 25.

Course	Cost
Strategies for Effective Public Speaking (2-Day)	\$4850.00