



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003180

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **10/12/16** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

Vendor: MICROASSIST INC
BLDG 4 STE 225
8500 SHOAL CREEK BLVD
AUSTIN TX 787577591
United States

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

Vendor ID: 1742768479 4

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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Cancellation Policy:

All cancellations must be received four (4) working days before the class start date. Late cancellations will be subject to a full fee charge. Qualified substitutions are permissible with prior notice to Microassist. Classes are subject to rescheduling or cancellation due to low enrollment.

TxDMV Contact:

Regina Ygnacio - 512-465-1222 or Regina.Ygnacio@TxDMV.gov

Vendor Contact:

Brandy Faulk - 512-794-8440 or BFaulk@microassist.com

Authorized Signature

Rhonda Gips, CFM

10/12/2016



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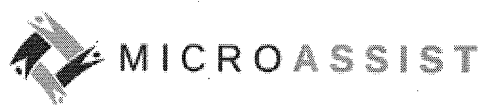
| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|---|------------|----------|-----|------------|--------------------------------|---------------------------------------|
| 1- 1 | Microassist Training - Excel 2013: Part 3 8500 Schoal Creek, Bldg. 4, Ste. 225, Austin, TX Nov. 29, 2016 Attendees: Theo Kosub Brian Kline | 924/40 | 2.0000 | EA | \$175.00 | \$350.00 | 10/25/2016 |
| | | | | | | Schedule Total | <input type="text" value="\$350.00"/> |
| | | | | | | <u>ReqID:</u> 0000003706 | |
| | | | | | | Item Total for Line # 1 | <input type="text" value="\$350.00"/> |
| 2- 1 | Microassist Training - Excel 2013: Part 3 8500 Schoal Creek, Bldg. 4, Ste. 225, Austin, TX Nov. 29, 2016 Attendees: Patrick Palmer | 924/40 | 1.0000 | EA | \$175.00 | \$175.00 | 10/25/2016 |
| | | | | | | Schedule Total | <input type="text" value="\$175.00"/> |
| | | | | | | <u>ReqID:</u> 0000003706 | |
| | | | | | | Item Total for Line # 2 | <input type="text" value="\$175.00"/> |
| | | | | | | Total PO Amount | <input type="text" value="\$525.00"/> |

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 Lips, CFM

10/12/2016



CLASSROOM TRAINING REGISTRATION FORM

Training Division

8500 Shoal Creek, Building 4, Suite 225

Austin, TX 78757

Instructions

- Please fax completed registration form to Microassist at (512) 794-8742, or email a scanned, completed registration form to training@microassist.com.
- Student is responsible for meeting all course prerequisites.
- For information or assistance, please call (512) 794-8440.

Course Information

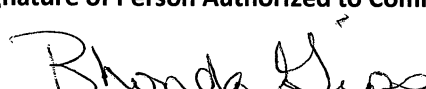
| Course Title | Date | Time | Course Fee (per student) |
|--------------------|----------|------|--------------------------|
| Excel 2013: Part 3 | 11/29/16 | 8:00 | \$175.00 |

Student Information

| No. | Student Name | Job Title | Phone | Fax | Email Address |
|-----|----------------|--------------|--------------|-----|--------------------------|
| 1. | Theo Kosub | Fin. Analyst | 512-465-1448 | | Theodore.Kosub@TxDMV.gov |
| 2. | Brian Kline | Fin. Analyst | 512-465-4194 | | Brian.Kline@TxDMV.gov |
| 3. | Patrick Palmer | Acctg. Spec. | 512-465-4192 | | Patrick.Palmer@TxDMV.gov |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

Purchasing Information

All cancellations must be received four working days before the class start date. Late cancellations will be subject to a full fee charge. Qualified substitutions are permissible with prior notice to Microassist. Classes are subject to rescheduling or cancellation due to low enrollment.

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|---|--|---------------------|---|
| Contact Person: Regina Ygnacio | Phone Number: 512-465-1222 | Fax Number: | Email Address: Regina.Ygnacio@TxDMV.gov |
| Mailing Address: 4000 Jackson Ave | City: Austin | State: TX | Zip: 78731 |
| PO Number: 60800 0000003180 | Signature of Person Authorized to Commit Funds:  | | |