



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003224**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **10/25/16** 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:** INTERNATIONAL INSTITUTE OF BUSINESS ANAL  
701 ROSSLAND ROAD EAST, STE 356  
WHITBY ON L1N 9K3  
Canada

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

**Vendor ID:** 1980531371 5

**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:**

"Membership" Lobbying Prohibition

In accordance with Texas Government Code, § 556.005(b), as a state agency, the Texas Department of Motor Vehicles ("Department") may not use appropriated money to pay, on behalf of the Department or an officer or employee of the Department, membership dues to an organization that pays part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In accordance with Texas Government Code, § 556.008, as a state agency, the Department may not use appropriated money to compensate a state officer or employee who violates Texas Government Code, § 556.005.

In accordance with Texas Government Code, § 556.0055, a private entity or political subdivision that receives a payment of state funds may not use the funds to pay: (1) lobbying expenses incurred by the private entity or political subdivision; (2) a person or entity that is required to register with the Texas Ethics Commission under Texas Government Code, Chapter 305; (3) any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by section (2); or (4) a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies. A private entity or political subdivision that violates Texas Government Code, § 556.0055 is not eligible to receive additional state funds.

Therefore, by accepting this purchase order (60800 0000003224), awarded professional organization certifies that awarded professional organization does not currently pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist.

Further, awarded professional organization agrees that if on any date in the future, during the term of the membership(s) paid for under this P.O., awarded professional organization does pay part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist, then the membership(s) paid for by the Department under this P.O. will be automatically cancelled as of the date of the first payment by awarded professional organization of part or all of the salary of a person who is required by Texas Government Code, Chapter 305 to register as a lobbyist. In addition, awarded professional organization shall notify the Department of the cancellation, and awarded professional organization shall pro-rate and automatically refund to the Department any Department payments already made for the remainder of the membership(s) term.

**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

**Authorized Signature**

*Rhonda Gips, CFM*

**10/25/2016**



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correct invoice, whichever is later.

Note: Warrants will not be issued to a vendor without a current Texas Identification Number.

TxDMV Contact:

Noelle Bell - 512-465-5612 or Noell.Bell@TxDMV.gov

Vendor Contact:

Membership - 1-866-789-4422 Option #1 or membership@iiba.org

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	IIBA Membership - Noelle Bell Member ID: 133630  Term: 11/01/16 - 10/31/17  Payment #: 23740	963/48	1.0000	EA	\$110.00	\$110.00	10/25/2016
						<b>Schedule Total</b>	<input type="text" value="\$110.00"/>
						ReqID: 0000003656	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$110.00"/>
						<b>Total PO Amount</b>	<input type="text" value="\$110.00"/>

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*

**10/25/2016**

# User - Orders

• Your Pay Later request has been successfully submitted. To see this order please refer below. You may now make another purchase, exit this area, or click here (<https://portal.iiba.org>) to return home. ✕

As you purchase products such as Membership, Membership Renewals, Certification application fees or Certification renewals an Order is created to correspond with your purchase. If you select the Pay Later Option during the purchase process via the shopping cart, please print your order from the list below and send a copy with your payment to IIBA’s mailing address reflected on your Order.




#	Contact Name	Created	Products	Payment	Order Status	Options
23740	Noelle Bell	2016-10-25 10:43:30	IIBA_ANNUAL	Pay Later	Pending	 ( <a href="https://portal.iiba.org">https://portal.iiba.org</a> )

⌵ Payment for this order has not been completed. Would you like to retry?



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