



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003246**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **10/31/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
TEXAS PROCUREMENT AND SUPPORT DIVISION  
PO BOX 13186  
AUSTIN TX 787113186  
**United States**

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

**Vendor ID:** 3304304304 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: Texas Government 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:**

Mary Menoskey - 512-465-4011 or Mary.Menoskey@TxDMV.gov

**Vendor Contact:**

512-463-5355 or ctp@cpa.texas.gov

**Authorized Signature**

*Rhonda Gips, ctm*

**10/31/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003246**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Purchasing 101 - Professional Development Course UT Thompson Conference Center, Room 3.108 Dec. 14, 2016 8 am - 5 pm Attendee: Mary Menoskey  Billing Invoice #: 09937211	924/25	1.0000	EA	\$80.00	\$80.00	11/07/2016
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**Schedule Total**

ReqID:  
0000003770

**Attendance:**

No shows, early departure, late arrival all jeopardize your receipt of credit for this course. CPA will work with the agency of the student for emergency situations on a case by case basis. Completion of courses is a requirement in applying for certification.

**Student Cancellations and/or Substitutions:**

- All registration changes MUST be performed on line by student.
- Student cancellations must occur at least five (5) business days prior to the class start date. Cancellation process requires two steps: cancel on-line and finalize step 2 of email sent to you.
- Same course title substitutions must occur at least five (5) business days prior to the class start date. You may choose same course to be held on a later class date within a fiscal year period.
- The full cost of the class will be charged if cancellation is not received within the required five (5) day period.
- Student to Student substitutions are accepted any time prior to the first day of class.
- Any other substitutions require that you cancel the registration and re-register on-line.
- CPA reserves the right to assess a \$50.00 cancellation fee for repeated cancelling and substitution of classes.
- Payment is still required on student no show and partial class attendance.

**Refund Policy:**

- The class registration fee will be refunded if the cancellation notice is received within the required timeframe (see above).
- CPA is not responsible for any expenses incurred to attend class to include inclement weather or other emergency that may affect the operations of class.

**Inclement Weather or Other Emergencies:**

Class will be rescheduled at no cost to the students in the case of inclement weather or other emergencies that may impact operations: Icy/Hazardous Road Conditions, Severe Flooding, Freezing/Snow Conditions, Natural Disaster, etc.

**Item Total for Line # 1**

**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 Lips, CFM*

**10/31/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003246**

Page: 3 of 3

**Authorized Signature**

*Rhonda Gips, CFM*

**10/31/2016**

**From:** [ctp@cpa.texas.gov](mailto:ctp@cpa.texas.gov)  
**To:** [Menoskey, Mary; mary\\_menoskey@hotmail.com](mailto:Menoskey_Mary; mary_menoskey@hotmail.com)  
**Subject:** Training Registration Confirmation And Invoice (Mary Menoskey)(PO | Invoice No. |09937211|)  
**Date:** Monday, October 31, 2016 8:40:05 AM

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**CLASS REGISTRATION CONFIRMATION AND INVOICE**

Please FORWARD this to your Agency's Accounts Payable office IMMEDIATELY for payment.

Thank you for your class registration.

Agency PO number: 0000003246

**PAYMENT METHODS**

If paying by check, remit checks and a copy of the confirmation/invoice to:

TPASS  
Attn: Budget and Internal Accounting  
P.O. Box 13186  
Austin, TX 78711-3186

If paying by electronic funds transfer:

Electronic Deposit:  
FEI #74-6000089  
ITV RTI #302700  
Agency Code: 3 304 304 304 2 008

If you paid by credit card:

Please check with your financial institute to make sure payment has posted.  
Allow at least seven (7) business days of receipt of this notice to allow payment to post.

TOTAL PRICE: \$80

**CLASS INFORMATION**

Class: PURCHASING 101  
Dates: DECEMBER 14, 2016  
Time: DAY 1: 8 AM-5 PM  
Location: UT Thompson Conference Center, Room # 3.108  
Cost: \$80  
City: AUSTIN  
Billing Invoice Number: 09937211

Please Note: Class location and maps can be found at  
<http://www.comptroller.texas.gov/procurement/prog/training-cert/class-locations/class-locations-and-maps/>

**STUDENT INFORMATION**

FIRSTNAME: Mary LASTNAME: Menoskey MIDDLE\_NAME:  
ADDRESS: 4000 Jackson Ave CITY: Austin ST: TX ZIP: 78731  
AGENCY: Texas Department of Motor Vehicles AGENCY\_CODE: 608  
EMAIL HOME: mary\_menoskey@hotmail.com EMAIL WORK: mary.menoskey@txdmv.gov  
PHONE: 512-465-4011 FAX: 512-465-3775

PERSONAL PAYMENT: n

**ACCOUNTS PAYABLE INFORMATION** (Person responsible for payment of invoice)

NAME: Syamala Mallela  
EMAIL: paula.ramsey@txdmv.gov  
PHONE: 512-465-1444

**STUDENT INSTRUCTIONS**

- Bring a pen and a writing tablet
- APP students, please bring a calculator

**ATTENDANCE**

No shows, early departure, late arrival all jeopardize your receipt of credit for this course. CPA will work with the agency of the student for emergency situations on a case by case basis. Completion of courses is a requirement in applying for certification.

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**INCLEMENT WEATHER OR OTHER EMERGENCIES**

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**ADA ACCOMMODATIONS**

Every reasonable accommodation will be made for persons with special needs in compliance with the Americans with Disabilities Act. Adequate advance notice is required. Any additional costs will be at the expense of the student's agency.

**ASSISTANCE**

Please contact the Texas Comptroller of Public Accounts, Training and Certification Program at (512) 463-5355 if you need assistance.

We look forward to your participation in the TPASS Training and Certification Program.



Glenn Hegar  
Comptroller of Public Accounts

Home » Procurement » Training & Certification » Professional Development Training - Step 4 of 4

## Registration

You are now Registered for the following: (please print this screen)

Title	ClassDates	Location	Cost	City	Billing Invoice Number
PURCHASING 101	DECEMBER 14, 2016	UT Thompson Conference Center, Room # 3.108	\$80	AUSTIN	09937211

### Contact Information

First: Mary  
 Middle:  
 Last Name: Menoskey  
 Job Title: Executive Assistant  
 Your Agency Number: 608  
 Agency: Texas Department of Motor Vehicles  
 Mailing Address: 4000 Jackson Ave  
 City/State/Zip Code: Austin TX 78731  
 Telephone: 512-465-4011  
 Fax: 512-465-3775  
 Work E-Mail: mary.menoskey@txdmv.gov  
 Other E-Mail mary\_menoskey@hotmail.com

### Your total comes to \$80.00

#### Remittance Address:

Remit checks and a copy of the confirmation/invoice to: TPASS  
 Attn: Budget and Internal Accounting  
 P.O.Box 13186, Austin, TX 78711-3186

PO number: 0000003246

Electronic Deposit:  
 FEI #74-6000089  
 ITV RTI #302700  
 Agency Code: 3 304 304 304 2 008

»» Please print this page for your records <<

Exit to CPA Homepage

Exit to Training Information

Register another Student

texas.gov | Texas Records and Information Locator (TRAIL) | State Link Policy | Texas Homeland Security | Texas Veterans Portal

Glenn Hegar, Texas Comptroller • Home • Contact Us

Privacy and Security Policy | Accessibility Policy | Link Policy | Public Information Act | Compact with Texans