



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003273**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **11/08/16** 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:** TEXAS STATE AGENCY BUSINESS ADMINISTRATO  
PO BOX 13164  
AUSTIN TX 787113164  
United States

**Ship To:** 1P12 - Finance Admin Services  
4000 Jackson Avenue  
Austin TX 78731  
United States

**Vendor ID:** 1741695305 1

**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.

.

**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.

.

Refunds will not be made for cancellations made after Nov. 10, 2016. Substitutions can be made for registered attendees. Please contact Lisa Haralson (512-936-8581 or Lisa.Haralson@cpa.texas.gov) to update the attendee information.

**TxDMV Contact:**

Monica Hernandez - 512-465-1261 or Monica.Hernandez@TxDMV.gov

**Vendor Contact:**

Lisa Haralson - 512-936-8581 or Lisa.Haralson@cpa.texas.gov

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

**Authorized Signature**

*Rhonda Gips, CFM*

**11/08/2016**



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003273**

Page: 2 of 2

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
----------	------------------	------------	----------	-----	------------	--------------	----------

1- 1	TSABAA 37th Mid-Winter Conference Y.O. Ranch Hotel, Kerrville, TX Dec. 7-9, 2016 Attendees: Lisa Selvera Irma Rodriguez	963/37	2.0000	EA	\$150.00	\$300.00	01/13/2017
						<b>Schedule Total</b>	\$300.00
						<b>ReqID:</b> 0000003817	
Full Payment or Purchase Order Due by Jan. 13, 2017.						<b>Item Total for Line # 1</b>	\$300.00

**Total PO Amount** \$300.00

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, CTM

**11/08/2016**

Registration Successful

**Mid-Winter Conference Registration December 7 – 9, 2016****This is your Invoice****Please print a copy for your records.**

Name: Lisa Selvera  
Phone: 512-465-4027  
Email: Lisa.Selvera@TxDMV.gov  
Title: Accountant  
Agency Name: Texas Department of Motor Vehicles Agy. Number: 608  
PO Number: 60800 0000003273  
PO Voucher Email: DMV\_FIN-INVOICES@txdmv.gov  
Have you attended a TSABAA Conference in the past? N

**Billing Information**

Member Fee	\$150.00
Non-member Fee	\$0.00
Past President Fee	\$0.00
Late Fee (Applied after Nov. 10, 5 p.m.)	\$0.00
<b>Total Due</b>	<b>\$150.00</b>

Registration will close on Nov. 10, 2016 or sooner if maximum capacity limits are met.

Refunds will not be made for cancellations made after Nov. 10, 2016. Substitutions can be made for registered attendees. Please contact [Lisa Haralson](#) to update the attendee information.

Full Payment or Purchase Order Due by Jan. 13, 2017

**TSABAA Vendor ID Number is**  
**17416953051000**

*(the vendor ID number submits your payment by direct deposit)*

If paying by personal check mail to:  
TSABAA Conference Registration  
P.O. Box 13164  
Austin, TX 78711

**Hotel Reservations**

For reservations call the [Y.O. Ranch Hotel](#) (877) 967-3767; request the **TSABAA Winter Conference Rate** group code: **1658634**:

\$83 Per Night - Single  
\$93 Per Night - Double  
\$103 Per Night - Triple  
\$113 Per Night - Quad

Reservation deadline is **Nov. 12, 2016**, afterwards, reservations are on a rate and space available basis.

*Questions about registration or the conference?*

Contact [Lisa Haralson](#), (512) 936-8581

Registration Successful

**Mid-Winter Conference Registration December 7 – 9, 2016****This is your Invoice****Please print a copy for your records.**

Name: Irma Rodriguez  
Phone: 512-465-1411  
Email: Irma.Rodriguez@TxDMV.gov  
Title: Revenue Manager  
Agency Name: Texas Department of Motor Vehicles Agy. Number: 608  
PO Number: 60800 0000003273  
PO Voucher Email: DMV\_FIN-INVOICES@txdmv.gov  
Have you attended a TSABAA Conference in the past? N

**Billing Information**

Member Fee	\$150.00
Non-member Fee	\$0.00
Past President Fee	\$0.00
Late Fee (Applied after Nov. 10, 5 p.m.)	\$0.00
<b>Total Due</b>	<b>\$150.00</b>

Registration will close on Nov. 10, 2016 or sooner if maximum capacity limits are met.

Refunds will not be made for cancellations made after Nov. 10, 2016. Substitutions can be made for registered attendees. Please contact [Lisa Haralson](#) to update the attendee information.

Full Payment or Purchase Order Due by Jan.  
13, 2017

**TSABAA Vendor ID Number is**  
**17416953051000**

*(the vendor ID number submits your payment by direct deposit)*

If paying by personal check mail to:  
TSABAA Conference Registration  
P.O. Box 13164  
Austin, TX 78711

**Hotel Reservations**

For reservations call the [Y.O. Ranch Hotel](#) (877) 967-3767; request the **TSABAA Winter Conference Rate** group code: **1658634**:

\$83 Per Night - Single  
\$93 Per Night - Double  
\$103 Per Night - Triple  
\$113 Per Night - Quad

Reservation deadline is **Nov. 12, 2016**, afterwards, reservations are on a rate and space available basis.

Questions about registration or the conference?  
Contact [Lisa Haralson](#), (512) 936-8581