

Texas Department of Motor Vehicles Business Unit #60800 Purchase Order # 0000003296

Page: 1 of 2

Payment Terms: NET30 Freight Terms: FOB Ship Via: NA PCC: 0 Date: 11/15/16 PO Method: IA Dispatch: Dispatch Rev Dt:

Destination Via Print

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

UNIVERSITY OF TEXAS AT AUSTIN 1P00 - TxDMV Warehouse Vendor: Ship To:

PROFESSIONAL DEVELOPMENT CENTER 4000 Jackson Avenue PO BOX 7518 Austin TX 78731 United States

AUSTIN TX 787137518 **United States**

Bill To: 4000 Jackson Avenue

Austin TX 78731 Vendor ID: 3721721721 7 United States

Purchaser: Rhonda Lee Gips 512/465-4199 Phone: Fax:

512/465-5641 Fax:

Email: Rhonda.Gips@txdmv.gov **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.

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

Student Withdrawal, Transfer, Refund Policy, and Fees:

Several options are available if a student needs to withdraw from a class. The options depend on when the withdrawal request is made. Nonattendance does not constitute a withdrawal. Official withdrawal procedures must be followed. All withdrawal requests must be received, Monday-Friday, during normal business hours.

Please Note: Registration fees for workshops, exam prep courses, and online courses are non-refundable. Qualified withdrawals/transfers must be submitted via the student portal or may be submitted using the Course Transfer Form. The form may be submitted via email, fax, or mail. The request must be received at least three (3) full business days before the start of a workshop or exam prep course and two (2) full weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer, or list a substitute. No fees assessed for same day substitutions.

Please Note: A workshop, exam prep, certificate program or online course transfer or credit on file will result in an administrative charge. This fee must be paid at the time of the request.

TxDMV Contact:

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

Vendor Contact:

Authorized Signature

11/15/2016



Texas Department of Motor Vehicles Business Unit # 60800 Purchase Order # 0000003296

Page: 2 of 2

ine-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
- 1	The Power of Leadership Presence - LA-2013 UT Austin Joe C. Thompson Conference Center, Room 3.108 Dec. 7, 2016 8:30 am - 4:30 pm Attendees: Brian Kline - bek532 Laura Fowler - jbf426 (Buy one bring a friend for free)	924/25	1.0000	EA	\$435.00	\$435.00	12/07/2016
				<u>Req</u>	<u>ID:</u> 0003816	Schedule Total	\$435.00
					Item	Total for Line # 1	\$435.00
						Total PO Amount	\$435.00

Authorized Signature
Rhonda Yips, crpm

11/15/2016

Extended Campus

REGISTRATION FORM

Please complete each section of this form.

HOW TO REGISTER

- Online Registration: Preferred Method www.professionaled.utexas.edu
- By Fax: 512-232-6126
- In person: See Physical Address below
- By Mail: Fill out Registration Form and mail with payment to:

Center for Professional Education The University of Texas at Austin PO Box 7518 Austin, TX 78713-7518

HOW DO I GET A UT EID?

Everyone doing business with the University must acquire a UT EID. For more information and to get a UT EID please visit www.utexas.edu/eid/

COMPANIES/ORGANIZATIONS

Credit card payment, check, or a purchase order must accompany the registration form. Purchase Orders must include:

- Company billing information.
- Contact name, title and phone number of person authorized to purchase for business/organization.
- What is being authorized; i.e., tuition, books,
- Student(s) name(s), UT EID, course number(s) and dates of class (es).

Enrollment is on a first-come basis. If a course fills or cancels, we will notify the organization or student by email. Tuition will be refunded according to our refund policy guidelines.

DEBIT CREDIT CARDS

Purchases made with Debit Visa and MasterCard may have a daily charge limit. Please contact your financial institution prior to making any large purchases. Declined cards may be subject to a \$25 processing fee.

PROMISSORY NOTE

The CPE offers a payment plan option for most cohort style Certificate Programs.

For more information on using a Promissory Note as a payment option please contact the Program Coordinator.

CPE MAIN OFFICE

Center for Professional Education The University of Texas at Austin 2901 North IH 35, 3rd Floor Austin, TX 78722

Phone: (512) 471-4633 or (800) 687-7345

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Brian	Kline		bek	532	512-465-4194
FIRST NAME	LAST NAME		UT EID (F	REQUIRED)	PHONE #
4000 Jackson Ave		Austin, T	X 7873	31 Bri	an.Kline@TxDMV.gov
ADDRESS		CITY/STATE	ZIP	E-MA	IL ADDRESS
STUDENT IS ELIGIBLE FOR THE F	OLLOWING FUND	DING SOURCE:	OVA GI BIII	OMYCAA	OTX WORKFORCE
			O Other		

PREFERRED ADDRESS: (If different from above)	
HOME O BUSINESS	
STREET ADDRESS	APT#
DITY	
STATE	ZIP
HOME PHONE	CELL PHONE

HOW DID YOU HEAR ABOU	IT THIS COURSE?
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O BILLBO	ARD O BRO	OCHURE	O CPE WEBS	SITE	O CON	FERENCE/BOOTH	O EMAIL	O FRIEND/COLLEAGUE
O FLYER	O RADIO	O SEAF	CH ENGINE	O WE	SITE	O OTHER:		

COURSEINFORMATION

LA-2013		
SECTION#	COURSE TITLE	SECTION #
12/07/16		
START / END DATE	COURSE LOCATION	START / END DATE
	1	
	COURSE FEE	
	SECTION# 12/07/16	SECTION # COURSE TITLE 12/07/16 START / END DATE COURSE LOCATION

POLICY AGREEMENT

Notification of withdrawals/transfers <u>must be received in writing</u> using the Course Transfer Form. The form may be submitted via e-mail, fax, or mail. The request must be received at least **three full business days** before the start of a workshop or exam prep course and two weeks prior to the start of a certificate program. You will have the option to request a credit on file, transfer or list a substitute. No fees assessed for same day substitutions. By signing below, I acknowledge I have read the refund policy found on the CPE website am aware of specific course fees and requirements and I agree to abide by the terms stated:

SIGNATURE (REQUIRED) 11/15/16 DATE

PAYMENT METHOD

NAME AS IT APPEARS ON THE C	REDIT CARD (PLEASE PRINT)	UT DEPARTMENT	MAIL CODE	
EXPIRATION DATE	3-DIGIT CVV	NAME OF UT ACCOUNT TO	DIDT	payable to: UNIVERSIT
CREDIT CARD #	O DISCOVER O AMEX	O PLEASE CHARGE TO UT ACCOUNT (IDT) UT ACCOUNT #		CHECK#Please make checks

THIRD PARTY BILLING INFORMATION

Purchase order must accompany registration form.

For faster processing please fax a copy of the purchase order to 512-232-6126 or email cpe@austin.utexas.edu.

512-465-4027		TxDMV	
PHONE	FAX	COMPANY	
78731	DMV_FIN-INVOICES@TxDMV.gov		
	EMAIL ADDRESS		
	PHONE	PHONE FAX	

Extended Campus

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Phone: (512) 471-4633 or (800) 687-7345

Laura	Fowler		jbf426	51	12-465-585
FIRST NAME	LAST NAME		UT EID (REQUIRE		HONE #
4000 Jackson Ave		Austin, TX			e@TxDMV.go
ADDRESS		CITY/STATE	ZIP	E-MAIL ADDRES	
STUDENT IS ELIGIBLE FOR TH	IE FOLLOWING FUNI				
PREFERRED ADDRESS: (If diffe	rent from above)	O	Other:		
HOME O BUSINESS					<u> </u>
STREET ADDRESS			· · · · · · · · · · · · · · · · · · ·	AF	PT#
CITY					
STATE				ZIP	
HOME PHONE		CELL PH	DNE		
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THIRD PARTY BILLING INFORMATION

SIGNATURE (REQUIRED FOR ANY PAYMENT ABOVE)

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512-465-4027		TxDMV	
PHONE	FAX	COMPANY	
78731		DMV_FIN-INVOICES@TxDMV.gov	
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	PHONE	PHONE FAX	

DATE