



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003297
Purchase Order Change Notice (# 6)

Page: 1 of 3

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **11/15/16** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **03/08/17**

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

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF CONFERENCES & TRAINING
LBJ SCHOOL OF PUBLIC AFFAIRS
PO BOX Y
AUSTIN TX 787138925
United States

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

Vendor ID: 3721721721 7

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

Employee Training Act:

The training or education must be related to the duties or prospective duties of the administrator or employee. Texas Government Code, Title 6, Subtitle B, Chapter 656, Subchapter A, Sec. 656.041

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>

If you have special accommodation needs due to a disability please contact us at 512-475-8100.

Cancellation Policy:

Cancellations may be made by phone but must be followed up in writing. Participants must notify their agency liaison and the Governor's Center for Management Development if they must cancel. Cancellations received eight (8) or more days before the class date will not be billed. After that, cancellations or rescheduling are subject to the entire class tuition. Substitutions for registered participants will be accepted up to the start date for each class. Please note that if you don't cancel and don't attend, you will be billed for the full tuition.

TxDMV Contact:

Stacey Cullen - 512-465-4164 or Stacey.Cullen@TxDMV.gov

Authorized Signature

Rhonda Gips, CFM

03/08/2017



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Vendor Contact:
512-475-8100 or gcmd@austin.utexas.edu

POCN 1 - 12/15/16
Changed Deborah Raef's class date FROM: 3/6-8/17 TO: 1/9-11/17. rg

POCN 2 - 12/30/16
Changed Deborah Raef's class date FROM :1/9-11/2017 TO: 2/14-16/2017. rg

POCN 3 - 1/02/2017
Changed Mark Zimmerhanel's class date FROM: 1/9-11/2017 TO: 3/6-8/2017. rg

POCN 4 - 1/09/2017
Removed Deborah Raef's name on line 1; I did not delete her name from the January class when I processed POCN 2. rg

POCN 5 - 2/7/17
Changed Ted Hernandez and Deborah Raef's class date FROM: 2/14-16/2017 TO: 4/18-20/2017; due to conflicts with their work schedules. rg

POCN 6 - 3/8/17
Due to an email from the vendor Deborah Raef attended the March 6-8, 2017 class by mistake. Changed Deborah Raef's class date from 4/18-20/17 to 3/06-08/2017. rg

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Management Development Program LBJ School; Austin, TX 12/13-15/16 - Luis Perez, Tracey Stafford 1/9-11/17 - Corrie Thompson, Phil Pettit 3/6-8/17 - Mark Zimmerhanel, Deborah Raef 4/18-20/17 - Mark Gladney, Ted Hernandez	924/25	8.0000	EA	\$695.00000	\$5,560.00	12/13/2016
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Schedule Total

ReqID:
0000003843

Item Total for Line # 1

Total PO Amount

Authorized Signature

Rhonda Gips, CFM

03/08/2017



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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.

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Authorized Signature

Rhonda Gips, CTM

03/08/2017