



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003299**

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

**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

**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>

**Cancellation Policy:**

If you need to cancel your registration, your written cancellation notice must be received before Nov. 11, 2016 in order for you to receive a full refund. Thereafter, cancellation notices received after Nov. 11, 2016 and before Dec. 1, 2016 will be charged a \$65 administrative fee. If cancellation occurs between Dec. 1, 2016 and the start of the class, you will be responsible for 50% of the original fee. If we do not receive written notice of cancellation prior to the event, you will be responsible for the full registration fee. You may send a substitute to the class. Cancellations notices should be emailed to lbjopdinfor@austin.utexas.edu. Phone messages do not serve as official cancellation notices.

**TxDMV Contact:**

Grady Meyer - 512-465-1446 or Grady.Meyer@TxDMV.gov

**Vendor Contact:**

512-471-0820 or lbjopdinfo@austin.utexas.edu

**Authorized Signature**

*Rhonda Gips, CFM*

**11/15/2016**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	The New Uniform Guidance for Federal Grants Management LBJ School, Austin, TX Dec. 15, 2016 8:00 am - 5:00 pm Attendee: Grady Meyer	924/25	1.0000	EA	\$265.00	\$265.00	12/15/2016
						<b>Schedule Total</b>	\$265.00
						<b>Item Total for Line # 1</b>	\$265.00

**Total PO Amount** \$265.00

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

**11/15/2016**