



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000003472**  
**Purchase Order Change Notice (# 1)**

Page: 1 of 2

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **0** Date: **01/03/17** PO Method: **IA** Dispatch: **Dispatch Via Print** Rev Dt: **01/05/17**

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

**Vendor:** UNIVERSITY OF TEXAS AT AUSTIN  
PROFESSIONAL DEVELOPMENT CENTER  
PO BOX 7518  
AUSTIN TX 787137518  
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.

TxDMV Contact:  
Elizabeth Mitchell - 512-465-3736 or Elizabeth.Mitchell@TxDMV.gov

Vendor Contact:  
Zandra Gilmore - 512-471-2924 or cpe-programs@austin.utexas.edu

POCN 1 - 1/05/17  
Reduced class cost from \$435.00 to \$365.00 to utilize UT's Early Bird Discount policy. rg

**Authorized Signature**

*Rhonda Gips, CFM*

**01/05/2017**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	LA-2021-003 Negotiating for Leadership Performance - Session 1 UT Austin J.J. Pickle Research Campus Commons Learning Center, Room 1.162 Feb. 8, 2017 8:30 am - 4:30 pm Attendee: Elizabeth Mitchell	924/25	1.0000	EA	365.00000 \$	365.000 \$	02/08/2017
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**Schedule Total**

ReqID:  
0000004030

**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.

**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 Gips, CFM*

01/05/2017