



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000003520
Purchase Order Change Notice (# 1)

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Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **NA** PCC: **E** Date: **01/11/17** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **03/06/17**

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

Vendor: CROWNE PLAZA HOUSTON
RELIANT PARK
8686 KIRBY DR
HOUSTON TX 770542804
United States

Ship To: See Detail Below

Vendor ID: 1203413052 1

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Purchaser: Paula A Ramsey
Phone: 512/465-4193
Fax: 512/465-5641
Email: Paula.Ramsey@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, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Quantity(ies):

Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

Each SVCU (service unit) is priced at \$1.00. A SVCU is a TxDMV internal system unit of measure. Vendor shall invoice at the price(s) for work authorized under the purchase order.

POCN# 1 PAR 3-6-2017

Added \$66.50 for the occupancy tax that we failed to include.

Authorized Signature

Paula Ramsey, CTM, CTM

03/06/2017



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Meeting space for Houston Dealer Training Seminar, Salvage & Ads on April 18,19 & 20, 2017. Not to exceed \$4,900.00. See attached agreement.	971/65	4900.0000	UNT	\$1.00000	\$4,900.00	01/20/2017
	Ship To:	1P10					
		4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	\$4,900.00
					ReqID: 0000004073		
						Item Total for Line # 1	\$4,900.00
2- 1	Meeting space - Occupancy tax for Houston DTS - Crowne Plaza - April, 2017	971/65	66.5000	UNT	\$1.00000	\$66.50	03/10/2017
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						Schedule Total	\$66.50
					ReqID: 0000004282		
						Item Total for Line # 2	\$66.50
						Total PO Amount	\$4,966.50

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.

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

Authorized Signature

Paula Ramsey, CTM, CTPM

03/06/2017