# Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000010534
Purchase Order Change Notice (# 1)

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** 0 **Date:** 12/15/21 **PO Method:** IA **Dispatch:** Dispatch Via Print **Rev Dt:** 01/03/22

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

**Vendor:** TEXAS STATE AGENCY BUSINESS ADMINISTRATO
PO BOX 13164
AUSTIN TX 787113164
**United States**

**Ship To:** 1P12 - Finance Admin Services
4000 Jackson Avenue
Austin TX 78731
United States

**Bill To:** 4000 Jackson Avenue
Austin TX 78731
United States

**Vendor ID:** 1741695305 1

**Purchaser:** Quynh-Nhi Ge
**Phone:** 512/465-4193
**Fax:** 512/465-5641

**Bill To Fax:**

**Email:** Nhi.Ge@txdmv.gov

**Bill To Email:** DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**
POCN #1, 1/3/2022, Nhi Ge - Changed service date of PO to end 2/25/2022. Mid Winter Conference dates rescheduled to 12/23/2022-12/25/2022.

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.

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).

Delivery:
Delivery of goods shall be in accordance with the delivery requirements of this purchase order, any underlying or associated contract for the goods being purchased and any other requirements set for by TxDMV or state law. Upon delivery, the bill of lading shall include at a minimum the following information: TxDMV Division and Contact Name, TxDMV Purchase Order number, Delivery Address, Vendor contact information and return address. If the vendor has an updated delivery schedule or more accurate delivery date, the vendor shall notify the TxDMV contact immediately.

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

TxDMV Contract Monitor:
Monica Hernandez
Monica.Hernandez@TxDMV.gov
512-465-1261

Vendor Contact:

**Authorized Signature**

**01/03/2022**

# Texas Department of Motor Vehicles

Business Unit # 60800
Purchase Order # 0000010534
Purchase Order Change Notice (# 1)

Trina Edwards
Trina.Edwards@dshs.texas.gov
Phone #512-701-3816

| Line-Sch: | Line Description: | Class/Item: | Quantity: | UOM: | Unit Price: | Extended Amt: | Due Date: |
|---|---|---|---|---|---|---|---|
| 1-1 | **Texas State Agency Business Administrators' Association (TSABAA) Mid-Winter Conference. February 23-25, 2022**<br><br>**$175/member**<br><br>**Employees Attending:**<br>**Glenna Bowman**<br>**Chris Sturm**<br>**John Ralston**<br>**Juan Cuellar** | 963/64 | 4.0000 | EA | $175.00000 | $700.00 | 12/16/2021 |

**Schedule Total** $700.00

**ReqID:**
0000011414

**Item Total for Line # 1** $700.00

**Total PO Amount** $700.00

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.

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

**Authorized Signature**

**01/03/2022**