



Texas Department of Motor Vehicles  
 Business Unit # 60800  
 Purchase Order # 0000015131  
 Purchase Order Change Notice (# 1)

**Payment Terms:** NET30    **Freight Terms:** FOB Destination    **Ship Via:** US MAIL    **PCC:** E    **PO Date:** 10/01/2024    **PO End Date:** 12/16/2024    **PO Method:** SP    **Dispatch:** Dispatch Via Print    **Rev Dt:** 11/06/2024  
**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** WOMEN EXECUTIVES IN TEXAS GOVERNMENT INC  
 1115 SAN JACINTO BLVD STE 250  
 AUSTIN TX 787011995  
**United States**

**Ship To:** See Detail Below

**Ship To Attention:** Claudia J Mojica Leal

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

**Vendor ID:** 1742506490 8 007

**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, Nhi Ge, 11/6/2024  
 Added line 3 with additional registrations. All else remains the same.

**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.  
 Special Payment Notes (Advance Payment, Payment Type, etc.)

**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. Enter any other special delivery requirements.

Additionally, this Purchase Order is governed by the current TxDMV Contract Affirmations and TxDMV Contract Terms and Conditions, unless modified by Supplemental Conditions approved and provided by TxDMV. These documents can be found at: <http://www.txdmv.gov/contractors-vendors>. For the avoidance of doubt, unless expressly stated otherwise in this Purchase Order or a TxDMV signature document, in the event of a conflict, ambiguity, or inconsistency between or among any Purchase Order documents, all TxDMV documents take precedence over the Contractors documents, if any.

Employee Training Act:

Authorized Signature

11/13/2024



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

Invoice No. 200012229 - Claudia Leal  
 Invoice No. 200012230 - Carrie Fortner  
 Invoice No. 200012431 - Sue Russell  
 Invoice No. 200012432 - Julie Hugo  
 Invoice No. 200012437 - Ashley Smith  
 Invoice No. 200012434 - Christine Johaneck  
 Invoice No. 200012430 - Keisha Williams

TxDMV Contract Monitors:  
 Claudia Leal  
 claudia.leal1@txdmv.gov

Sue Russell  
 sue.russell@txdmv.gov

Vendor Contact:  
 EWTG  
 ewtg@ewtg.org  
 512-220-4298

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	2024 Executive Women in Texas Government Conference Registration - Claudia Leal Term: 12/15/2024 - 12/16/2024	30901	963/37	1.0000	EA	\$225.00000	\$225.00	10/19/2024

Ship To: 1P00

Delivery Instructions:

4000 Jackson Avenue  
 Austin TX 78731  
 United States

Schedule Total

ReqID:  
 0000015794

<https://www.ewtg.org/event/2024registration>  
 2024 EWTG Annual Professional Development Conference  
 December 15-16, 2024

12/2024 EWTG Annual Conference | Member Attendee Registration | Regularly: \$325.00 Early Bird Price: \$225.00

Attendee Selections  
 Workshop A Charting New Territories: Women Leading the Future of Work  
 Workshop B The Most Powerful Woman in the Room is You  
 Workshop C Empowering Women in Leadership: Leveraging Digital Tools for Enhanced Effectiveness

Item Total for Line # 1

Authorized Signature

11/13/2024



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Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	2024 Executive Women in Texas Government Conference Registration - Carrie Fortner Term: 12/15/2024 - 12/16/2024	30901	963/37	1.0000	EA	\$225.00000	\$225.00	10/19/2024
<b>Ship To:</b> 1P00		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
							<b>Schedule Total</b>	<input type="text" value="\$225.00"/>
							<b>ReqID:</b> 0000015794	
							<b>Item Total for Line # 2</b>	<input type="text" value="\$225.00"/>

Line-Sch:	Line Description:	PCA:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	2024 EWTG Annual Conference - December 15th - 16th, 2024 Attendees: Sue Russell, Julie Hugo, Ashley Smith, Christine Johaneck, Keisha Williams	30901	963/00	5.0000	EA	\$325.00000	\$1,625.00	11/11/2024
<b>Ship To:</b> 1P42		<b>Delivery Instructions:</b>						
4000 Jackson Avenue Austin TX 78731 United States								
							<b>Schedule Total</b>	<input type="text" value="\$1,625.00"/>
							<b>ReqID:</b> 0000015989	
							<b>Item Total for Line # 3</b>	<input type="text" value="\$1,625.00"/>

**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.

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

Authorized Signature

11/13/2024