



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000016219

Page: 1 of 2

Payment Terms: NET30 **Freight Terms:** FOB Destination **Ship Via:** US MAIL **PCC:** E **PO Date:** 07/01/2025 **PO End Date:** 08/31/2025 **PO Method:** DG **Dispatch:** Dispatch Via Print **Rev Dt:**

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

Vendor: UNIVERSITY OF TEXAS AT AUSTIN
PO BOX 7246
AUSTIN TX 78713-7246
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 3721721721 7 204

Purchaser: Jason K Adams
Phone: 512/465-4181
Fax: 512/465-5641

Ship To Attention: Christina Mullins Carter

Bill To: 4000 Jackson Avenue
Austin TX 78731
United States

Email: jason.adams@txdmv.gov

Bill To Fax:

Bill To Email: DMV_FIN-INVOICES@TxDMV.gov

PO Information:

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 C, 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.

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. If this PO contains goods or services purchased from a DIR Cooperative Contract, the purchase is governed by the current TxDMV Supplemental Terms and Conditions with Affirmations for Purchases through the DIR Cooperative Contracts Program. 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.

Authorized Signature

Jason Adams, MS, CTCM, CTCO

07/01/2025



The University of Texas at Austin Testing and Evaluation Services

Comptroller of Public Accounts – Training and Policy Development

Testing Registration Form

Exam must be taken within 60 days of enrollment. Exams are nonrefundable and nontransferable.

PERSONAL INFORMATION

997891	06/30/1986	☐ Male ☒ Female
Affiliation Code	Birth Date	Check One
Name: Ruiz	Roya	D
Last	First	MI
Address: 9115 La Siesta Bend		
Street		Apt#
Austin	TX	78749
City	State	ZIP
Phone: (512) 799-9413		
Primary		Secondary
Email: roya.ruiz@txdmv.gov		

EXAM REQUEST (CHECK ONE)

- ☐ CTCD - Certified TX Contract Developer
- ☒ CTCM - Certified TX Contract Manager

TRAINING COURSE COMPLETION DATE

May	1	2025
Month	Date	Year

PAYMENT

- ☒ I am paying with a Purchase Order: \$130.00
(Application must be accompanied by a Purchase Order to be considered complete.)
Vendor: Testing and Evaluation Services, The University of Texas at Austin.
Tax ID: 746000203 Vendor ID: 3721721721)
- ☐ I am paying with a Money Order, Check or Credit Card: \$120.00
(Application must be accompanied by full payment to be considered complete.)
- ☐ Money Order
(Attach. Payable to: The University of Texas at Austin.)
- ☐ Check #:
(Attach. Payable to: The University of Texas at Austin.)

☐ Credit Card:

☐ Visa ☐ Discover ☐ Mastercard ☐ Amex

Number	Exp Date
Cardholder Name (Print.)	

TESTING LOCATION (CHECK ONE)

☒ Testing and Evaluation Services

Located at 1912 Speedway, SZB 5.102 Austin, TX 78712.
Government issued Photo IDs are required. Visit website for testing hours and once a month Saturday testing dates.

☐ Alternate Testing Site (Outside Austin)

Please fill out the information below if you will be testing at a facility other than UT Testing Center.

EXAM TO BE PROCTORED/SUPERVISED BY:

Proctor Name & Title:

Facility Name:

Facility Address:

Street

City

State

ZIP

Phone Number:

Email:

AGREEMENT

In submitting this application, I agree to abide by the policies governing Testing and Evaluation Services and The University of Texas at Austin. I agree not to distribute or release information or compromise the examination materials.

Digitally signed by Roya Ruiz
Date: 2025.06.26 15:56:55 -05'00'

6/26/2025

Applicant's Signature

Date

SUBMISSION & CONTACT INFORMATION

Physical Address:
UT Testing Center
1912 Speedway
Sanchez Building
5.102
Austin, TX. 78712

Mail:
UT Testing Center
P.O. Box 7246
Austin, TX. 78713-7246

Email:
Scan and send as an email to
testingcenter@austin.utexas.edu

Phone:
(512) 471-0222

Fax:
(512) 475-7933

Website: <https://testingservices.utexas.edu/dev>

Testing and Evaluation Services

Comptroller of Public Accounts – Training and Policy Development Testing Registration Form

REGISTRATION AND ENROLLMENT NOTIFICATION

Once the registration form has been received and processed the tester will receive a confirmation email within 24 hours of enrollment. (Please ensure your email address is legible on the form so that you will receive the confirmation email.) The exam must be taken within *60 days of enrollment*. The expiration date of the exam will be on the confirmation email that is sent with further instructions about the exam.

NOTICE: Exams are nonrefundable and nontransferable.

ACCEPTABLE PROCTORS AND TESTING SITES

Testing and Evaluation Services approves testing centers hosted by an accredited university or community college. Government issued Photo IDs will be required. Appointments may be required. Please contact your testing center to ensure your exam is ready and for available testing times in your 60-day testing window. Any proctoring fees charged by an alternate testing site are the sole responsibility of the examinee.

TIME & MATERIALS

A two-hour maximum time limit is allowed for each exam. Students will be provided an answer bubble-in sheet, but are expected to bring their own #2 pencil for marking answers on them. Students are allowed to use a calculator during all exams **except** the CTCM exam. Students will need to bring their own non-programmable calculator to the Testing Center if they wish to use it during the exam.

EXAM RESULTS

Testing and Evaluation Services will mail you a grade report within 10 business days of exam grade posting. The actual exam will be sent to CPA.

REPROCESSING AND EXTENSION

Testing and Evaluation Services will allow a one-time extension, change of site, or change of exam type for a fee of \$50. Submission of the Reprocessing Form to request the one-time allowance must be received by the UT Testing Center prior to exam expiration.