



Texas Department of Public Safety Purchase Order

Purchase Order Number

405-17-P009059

SHOW THIS NUMBER ON ALL
PACKAGES, INVOICES AND
SHIPPING DOCUMENTS.

V E N D O R	Vendor Number: 00026460 FRED PRYOR SEMINARS/CAREERTRACK
	PO BOX 219489 KANSAS CITY, MO 64121-9489

S H I P T O	Texas Department of Public Safety 5806 Guadalupe Austin, TX 78752-4431 US Email: eprocurementshipping@dps.texas.gov Phone: (512) 424-2000
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State Sales Tax Exemption Certificate: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

B I L L T O	Texas Department of Public Safety Finance - Accounts Payable - MSC 0130 PO Box 4087 Austin, TX 78773-0130 US Email: apinvoices@dps.texas.gov Phone: (512) 424-2060
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Solicitation (Bid) No.:	Payment Terms: State of Texas Prompt Pay
	Shipping Terms: F.O.B., Destination
	Delivery Calendar Day(s) A.R.O.: 0

Item # 2

THIS CONTRACT FALLS UNDER THE TRAINING ACT OF 1969, V.T.C.S., ART. 6252-11A: State Employees Training Act: Chapter 656, Subchapter C, Tex Gov't Code.

** This purchase order will be canceled in the event the attendees' registration is not approved. **

Advance Payment is required for this Procurement.

Item # 1
 Class-Item 924-60

1 Day Seminar - Event #186423
 Description: The Exceptional Assistant; September 13, 2016 from 9am to 4pm; Attendee: Leslie Stevens.
 Location: Embassy Suites Hotel-Central, 5901 North IH-35 Frontage Rd, Austin, TX

Quantity	Unit Price	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
1.00	\$ 149.00	EA	0.00 %	\$ 0.00		\$ 0.00	\$ 0.00	\$ 149.00

<u>LN/FY/Account Code</u>	<u>Dollar Amount</u>
1/16/17-40041-6205-1001- - -1400- - -	\$ 149.00

Item # 3

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 to dictate changes. All changes shall be in the scope of original work. No verbal change orders will be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by Procurement & Contract Services.

By acceptance of this purchase order, Vendor agrees that only TXDPS Basic Terms and Conditions dated 11/17/15 apply to this order.

Benefit Statement: The Exceptional Assistant one day seminar will teach professional skills, such as: prioritizing; problem solving; managing time, resources and crises; delegating; decision making; political and people skills.

Contract Monitor Information:
 TXDPS/RSD
 Name: Harold "Hank" Vice
 Phone: 512-424-7344
 Email: Harold.vice@dps.texas.gov

Vendor Contact Information:
 Fred Pryor Seminars/CareerTrack
 Name: Customer Service
 Phone: 1-800-780-8476
 Email: customerservice@pryor.com

Contract Administrator/Procurement Contact information:
 Shantell Bennett, CTP
 Texas Department of Public Safety
 Procurement and Contract Services
 Purchaser III
 Phone: 512-424-5404
 Fax: 512-424-5419
 Email: shantell.bennett@dps.texas.gov

TAX:	\$ 0.00
FREIGHT:	\$ 0.00
TOTAL:	\$ 149.00

APPROVED

By: Shantell Bennett, CTP

Phone#: (512) 424-5404

BUYER