



Texas Department of Insurance
Purchase Order # 45400 16-0068
CHANGE ORDER - REPRINT

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **H** Date: **09/01/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **08/07/15**

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

Vendor: Citibank
 Travel Central Bill Acct CBA Payments
 PO Box 183173
 Columbus OH 43218-3173
 United States

Ship To: 2F0032
 7915 Cameron Road
 Austin TX 78754
 United States

Vendor ID: 1460358360

Purchaser: JoAnn Johnson
Phone: 512/676-6150
Fax: 512/463-6159
Email: joann.johnson@tdi.texas.gov

Bill To: Attn: Acctng - Mail Code 108-3A
 P. O. Box 149104
 Austin TX 78714-9104
 United States

Fax:
Email: Invoices@tdi.texas.gov

PO Information:
 8/7/2015 POCN 1, Reduce price from \$150.00 to \$100.00 per Davetta Martinez.JJ

Exhibit Booth Fee: Getting Connected: Business Resource Event Expo
 Date: September 2, 2015
 Location: Austin, Texas
 Attendee: Mark Webb

Exhibit booths are assigned on a first-come first-served basis.
 Vendor requires prepayment to be received by Friday, July 31, 2015 or sooner.
 Payment by Credit Cards ONLY: MasterCard, Visa, American Express or Discover

TDI has determined an advance payment is required due to the following circumstances. A state agency may make an advance payment to a vendor who is selling specialized or proprietary goods or services to the agency if the vendor requires the payment to be made in advance. (Reference State of Texas Purchase Policies and Procedures Guide, Chapter 2, Section 2.002)

Authorized Signature

JoAnn Johnson, CP

08/07/2015



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Exhibit Booth Fee: Getting Connected: Business Resource Event & Expo Date: September 2, 2015 Location: Austin, Texas Attendee: Mark Webb	963/64	1.0000	EA	100.00000	100.000	08/31/2015
						Schedule Total	<input type="text" value="100.00"/>
						ReqID:	
						0000013962	
<p>Note to purchasing: See attached example of registration form with employee information. Please register employee at this link: http://www.cvent.com/d/7rqdfh/1Q</p> <p>Exhibit booths are assigned on a first-come first-served basis. Vendor requires prepayment to be received by Friday, July 31, 2015 or sooner. Payment by Credit Cards ONLY: MasterCard, Visa, American Express or Discover</p> <p>For additional information: Alyssa Zinsser, City of Austin Economic Development Department Small Business Development Program Phone: 512-974-7845 Email: Alyssa.zinsser@austintexas.gov</p>							
						Item Total for Line # 1	<input type="text" value="100.00"/>
						Total PO Amount	<input type="text" value="100.00"/>

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to Shipment.

Terms and Conditions:
 The Purchase Order Terms and Conditions can be found at:
<http://www.tdi.texas.gov/general/aspurch.html>

Authorized Signature

 08/07/2015