



Texas Department of Insurance
Purchase Order # 45400 16-0071
CHANGE ORDER - REPRINT

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** 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: MICROASSIST INC
 8500 SHOAL CREEK BLVD STE 4-225
 AUSTIN TX 787576856
 United States

Ship To: 2H0002
 United States

Vendor ID: 1742768479

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:
 MicroAssist Choice Excel 2010 training.
 8500 Shoal Creek, Bldg. 4, Suite 225
 Austin, Texas 78727

Part 1, Date 9/02/2015, Time 8:30am - 4:30pm, Course Fee \$175.00 (Each Person)
 Part 2, Date 9/17/2015, Time 8:30am - 4:30pm, Course Fee \$175.00 (Each Person)
 Part 3, Date 9/29/2015, Time 8:30am - 4:30pm, Course Fee \$175.00 (Each Person)

Attendee: Antonia Trevino

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)
 8/7/2015, POCN1 Change VID# to MicroAssist 1742768479.JJ

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	MicroAssist Excel training for Antonia Trevino	924/25	3.0000	EA	175.00000	525.00	08/31/2015
						Schedule Total	525.00
						ReqID: 0000013979	
						Item Total for Line # 1	525.00

Authorized Signature

JoAnn Johnson, CFP

08/07/2015



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Total PO Amount

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

Jean Johnson, CP

08/07/2015