



Texas Department of Insurance
Purchase Order # 45400 16-0494

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **10/15/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

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:
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, CFP

10/15/2015



Texas Department of Insurance
Purchase Order # 45400 16-0494

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	New Subscription for 12 Monthly Issues of Communication Briefings, Each fast-read issue is packed with practical strategies to advance your career.	715/10	1.0000	YR	97.00000	97.00	10/15/2015
						Schedule Total	<input type="text" value="97.00"/>
						ReqID:	
						0000014490	
see below:							
Subscription period: New Subscription							
Membership for: Richard Lee (512) 676-6268							
Note to purchasing: See attached: Special Offer Form							
Richard Lee would prefer to receive his subscriptions by "Electronic delivery".							
One-Year (12 Monthly Issues) Communication Briefings at \$97.00 (save \$202.00 and get four free reports)							
Each fast-read issue is packed with practical strategies to advance your career.							
Free - 12 monthly Communication Briefings companion e-letter issues							
Free - Members-only access to the CommunicationBriefings.com website							
Free Gifts Include:							
-Business Communication Toolkit: Vol. 1 (Sharpen your written communication skills)							
-Business Communication Toolkit: Vol. 2 (Speak brilliantly to 3 people or 3,000)							
-Business Writing That Gets Results Audio CD (Write concisely and precisely - every time)							
Phone: 800-543-2055							
website: www.CommunicationBriefings.com/welcome							
						Item Total for Line # 1	<input type="text" value="97.00"/>

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

10/15/2015