



Texas Department of Insurance
Purchase Order # 45400 16-0775

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **12/14/15** 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: Webucator Inc
201 W Genesee Street STE 113
Fayetteville NY 13066-1313
United States

Ship To: 2M0004
Shipping Instructions in PO
United States

Vendor ID: 1200458573

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:

Microsoft Publisher 2013 Training Class
Feb 1, 2016 10:00 AM - 5:00 PM ET
FOR: Alex Marceaux

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

12/14/2015



Texas Department of Insurance
Purchase Order # 45400 16-0775

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Microsoft Publisher 2013 Training Class Feb 1, 2016 10:00 AM - 5:00 PM ET FOR: Alex Marceaux Online Class - No Travel	963/64	1.0000	EA	185.25000	185.25	12/28/2015
						Schedule Total	<input type="text" value="185.25"/>
						<u>ReqID:</u> 0000014760	
Class Overview							
In this Microsoft Publisher 2013 training class, students will learn to use this desktop publishing software application that is capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders.							
** JUSTIFICATION **							
As the training specialist for DWC-Claims Customer Services, Alex Marceaux is responsible for conducting instructor-led classroom training, seminar sessions as well as webinars. She designs, writes, evaluates, produces, coordinates and implements training material for the program area as well as instruct DWC field staff. The agency purchased Microsoft Suite 2013 which includes Publisher 2013. Alex uses Publisher 2013 to create content for both training and development of staff statewide. Attending this online course will increase her proficiency, and as a result, will improve our communication tools.							
COURSE LINK: https://www.webucator.com/microsoft-training/course/microsoftpublisher2013.cfm							
Approved REQ Attached to this line item :)						Item Total for Line # 1	<input type="text" value="185.25"/>

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

 12/14/2015