



Texas Department of Insurance
Purchase Order # 45400 16-1078
CHANGE ORDER - REPRINT

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **H** Date: **02/12/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **03/07/16**

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:

2016 TDEM-Texas Emergency Management Conference
 Date: April 5th - 8th, 2016
 Attendees: Manuel Villarreal and Mark Webb

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).
 3/04/2016, POCN 1, Change VID # from 1746000130 to 3405405405 per Accounting Dept. JJ
 Change registration name from John Plent to Manual Villarreal per Gloria Neeman. JJ

3/07/2016 POCN 2, Change VID# to CITIBANK change PCC code to H. JJ

Authorized Signature

JoAnn Johnson, CFP

03/07/2016



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	2016 TDEM-Texas Emergency Management Conference Date: April 5th - 8th, 2016 Attendees: Manuel Villarreal and Mark Webb	963/64	2.0000	EA	175.00000	350.00	02/12/2016
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Schedule Total

ReqID:
0000015071

2016 TDEM-Texas Emergency Management Conference
 Date: April 5th - 8th, 2016
 Attendees: Manuel Villarreal and Mark Webb
 Location: Henry B. Gonzalez Convention Center, 200 E. Market Street, San Antonio, Texas 78205

Note to purchasing:
 Please see attached forms and link below to register Manuel Villarreal and Mark Webb on-line for the conference.

Website Link:
<https://www.cvent.com/events/2016-texas-emergency-management-homeland-security-conference/registration-cc9863b0352f4b28997313abcf6b42e9.aspx>

Can you please forward the attached forms below to Legal?
 - 2016 Texas Emergency Management Conference - Registration Forms
 - Privacy Policy
 - End User License Agreement for Event Registrants and Survey Respondents

Exhibit booths are assigned on a first-come first-served basis.

Vendor requires prepayment to be received by Friday, March 10, 2016 or sooner.

Email Purchase Order to: tdem.omb@dps.texas.gov

Make check payable to:
 Texas Emergency Management Conference

Please mail check and completed Registration Form to:
 Texas Emergency Management Conference
 Attn: Conference Registration
 P.O. Box 4087
 Austin, Texas 78773

Item Total for Line # 1

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.

Authorized Signature

Jean Johnson, CFP

03/07/2016



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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, CFP

03/07/2016