



**Texas Department of Insurance
Business Unit # 45400
Purchase Order # 16-1404**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **H** Date: **04/08/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE 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: 2M0001 - Metro Office
7551 Metro Center Drive, Suite 100
Austin TX 78744
United States

Vendor ID: 1460358360 1

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

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

Fax:
Email: Invoices@tdi.texas.gov

PO Information:

Alternative Dispute Resolution Services International, Inc.
1-866-978-5123 National
1-512-377-6300 Austin Texas
www.mediators.bz

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).

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Mediation training for newly hired Benefit Review Officer Judy Tejada Course: Basic Mediation Training Online	924/60	1.0000	EA	\$310.95	\$310.95	04/08/2016
						Schedule Total	<input type="text" value="\$310.95"/>
					<u>ReqID:</u> 0000015465		
						Item Total for Line # 1	<input type="text" value="\$310.95"/>
						Total PO Amount	<input type="text" value="\$310.95"/>

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

Authorized Signature

Joann Johnson, CFP

04/08/2016



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The Purchase Order Terms and Conditions can be found at:

<http://www.tdi.texas.gov/general/aspurch.html>

Authorized Signature

Jean Johnson, CFP

04/08/2016