



**Texas Department of Insurance**  
**Business Unit # 45400**  
**Purchase Order # 16-1500**  
**Purchase Order Change Notice (# 1)**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **04/28/16** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **05/12/16**

**PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.**

**Vendor:** Benna Jean McDonald  
 551 County Road 223 N  
 Henderson TX 75652-8941  
**United States**

**Ship To:** 2M0001 - Metro Office  
 7551 Metro Center Drive, Suite 100  
 Austin TX 78744  
 United States

**Vendor ID:** 7001710641 3

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

**Purchaser:** 512/676-6146  
**Phone:** 512/463-6159  
**Fax:** steve.villarreal@tdi.texas.gov  
**Email:**

**Fax:**  
**Email:** Invoices@tdi.texas.gov

**PO Information:**

POCN No.1, dated 5/12/2016, Line item 1 updated to include \$6.45 in shipping and handling.sv

Heartsaver first aid and CPR/AED cards.  
 Restocking certifications cards from American Heart Association for First Aid and CPR/AED classes. See attached for instructions.

Invoicing: To ensure prompt payment, the vendor must include the following information on all the invoices: (1) the above reference PO Number (2) the above referenced Vendor ID No., and (3) any other relevant information that will confirm purchase. Failure to comply may delay payment process or cause invoice to be returned.

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Heartsaver first aid and CPR/AED cards.	345/40	<b>76.2900</b>	EA	\$5.00	<b>\$381.45</b>	05/13/2016
						<b>Schedule Total</b>	<input type="text" value="\$381.45"/>
					<u>ReqID:</u> 0000015542		
						<b>Item Total for Line # 1</b>	<input type="text" value="\$381.45"/>
						<b>Total PO Amount</b>	<input type="text" value="\$381.45"/>

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.

The Purchase Order Terms and Conditions can be found at:

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

**Authorized Signature**

*Steve Villarreal, LPPB, CTPM*

**05/12/2016**



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**Authorized Signature**

*Mr. G. Williams, LPPB, CTPM*

**05/12/2016**