



**Texas Department of Insurance**  
**Purchase Order # 45400 16-0107**  
**CHANGE ORDER - REPRINT**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **H** Date: **09/01/15** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt: **09/29/15**

**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:**  
Registration of Marisol Saenz for webinar "Litigation Holds: How to Properly Issue Implement a Notice to Preserve"  
  
PRESENTER: : National Constitution Center  
DATE: September 3, 2015  
TIME: 12:00 p.m. to 1:30 p.m. Central Time  
  
Vendor: National Constitution Center Audio Conferences  
384 Technology Drive  
Malvern, PA 19355  
800-964-6033 - phone  
610-408-9904 - fax  
Contact: Yvette Miller, ymiller@pbp.com  
EIN: 23-1897431  
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)  
9/29/2015, POCN 1 Add \$30.00 to PO per requestor L. Morris. JJ

**Authorized Signature**

*Joann Johnson, CFP*

**09/29/2015**



**Texas Department of Insurance**  
**Purchase Order # 45400 16-0107**  
**CHANGE ORDER - REPRINT**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Registration for webinar for Marisol Saenz \$297.00 for webinar registration \$65.00 additional for CLE credit	963/64	1.0000	EA	362.00000	362.000	09/01/2015
						<b>Schedule Total</b>	<input type="text" value="362.00"/>
						ReqID: 0000014127	
						<b>Item Total for Line # 1</b>	<input type="text" value="362.00"/>
						<b>Total PO Amount</b>	<input type="text" value="362.00"/>

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**  
  
**09/29/2015**