

Notices, Representatives, and Records Location

1. **Representatives.** The individual(s) named below are the representatives of TRS and Contractor. They are authorized to give and receive communications and directions on behalf of the TRS and Contractor as indicated below. All communications including official contract notices must be addressed to the appropriate representative or his or her designee.
2. **Changes in Representatives.** Either party may change its representatives by written notification and updating this form which becomes part of the contract document.

3. **TRS Representatives.**

**TRS CONTRACT MANAGER
(For Contractual Matters)**

(For Technical Matters)

(Name)

(Name)

(Title)

(Title)

Teacher Retirement System of Texas

Teacher Retirement System of Texas

(Mailing Address)

(Mailing Address)

(City) (State) (Zip Code)

(City) (State) (Zip Code)

Telephone No.:

Telephone No.:

Email:

Email:

4. **Contractor Representatives.
For Contractual Matters:**

For Technical Matters:

(Name)

(Name)

(Title)

(Title)

(Mailing Address)

(Mailing Address)

(City) (State) (Zip Code)

(City) (State) (Zip Code)

Telephone No.:

Telephone No.:

Email:

Email:

5. **Invoice Submittal.** Contractors must use TRS' electronic vendor portal, PAVES, to submit invoices: https://www.trs.texas.gov/Pages/procurement_PAVES.aspx.

6. **Designated Location for Records Access and Review.** Contractor designates the physical location indicated below for record access and review pursuant to any applicable provision of this contract:

(Physical Location Address Line 1)

(Physical Location Address Line 2)
