



Texas Department of Motor Vehicles  
 Texas SmartBuy PO # 21012118  
 Business Unit # 60800  
 Purchase Order # 0000008817

**Payment Terms:** NET30 **Freight Terms:** FOB Destination **Ship Via:** VNDR **PCC:** X **Date:** 10/06/20 **PO Method:** AT **Dispatch:** Dispatch Via Print **Rev Dt:**

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

**Vendor:** OFFICE DEPOT INC  
 PO BOX 660113  
 DALLAS TX 75266-0113  
 United States

**Ship To:** 1P00 - TxDMV Warehouse  
 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Vendor ID:** 1592663954 1

**Bill To:** 4000 Jackson Avenue  
 Austin TX 78731  
 United States

**Purchaser:** Amanda Leigh Maxwell  
**Phone:**  
**Fax:**

**Bill To Fax:**

**Email:** Amanda.Maxwell@txdmv.gov

**Bill To Email:** DMV\_FIN-INVOICES@TxDMV.gov

**PO Information:**

**Change Orders:**

Change orders will be allowed only if unforeseen conditions arise such as, but not limited to, increasing or decreasing quantities or if the department needs dictate changes. All changes shall be in the scope of original work. No verbal change orders shall be permitted. All change orders must be in writing with a Purchase Order Change Notice (POCN) issued by TxDMV Purchasing Section.

**Payment:**

Payment will be made in accordance with the Texas Prompt Payment Act, TGC, Subtitle F, Chapter 2251. Vendor shall submit one copy of a correct itemized invoice showing the purchase order number, payee ID., remit to address, and phone number on invoice. Vendors may submit an electronic invoice. All electronic invoices shall be sent to DMV\_FIN-INVOICES@txdmv.gov (note: There is an underscore "\_" between DMV and FIN). All invoices received at the email address will be filed for future reference and you will receive a receipt confirmation email. To avoid the confusion of duplicate invoices, please do not send other copies of this invoice via regular mail, fax or other means. On emails for electronic invoices, include the company name (as it appears on the invoice) and the purchase order number in the subject line to assist in identifying and processing your invoices in a timely manner. TxDMV will not incur any penalty for late payment if payment is made in 30 days or less from receipt of goods or services and a correct invoice, which-ever is later.

Note: warrants will not be issued to a vendor without a current Texas Identification Number.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Texas SmartBuy PO: 21012118

Contract #: TXMAS-20-7501

Vendor Contact: Leslie Garza  
 Email: leslie.garza@officedepot.com  
 Phone: (956) 279-5240

TXDMV Contact: Monica Hernandez  
 Finance  
 Phone: 512/465-1261  
 Email: monica.hernandez@txdmv.gov  
 4000 Jackson Ave, Bldg 1, 5th Floor

**Authorized Signature**

**10/06/2020**



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	Post-it Flags; Standard Page Flags in Dispenser, Blue, 100 Flags/Dispenser; Supplier Part Number: 452375 Manufacturer Part #: 680-BE2	615/93	6.0000	PAK	\$3.56000	\$21.36	10/09/2020
						Schedule Total	\$21.36
						ReqID:	0000009752
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 1	\$21.36
2-1	Post-it Flags: Standard Page Flags in Dispenser, Purple, 100 Flags/Dispenser Supplier Part Number: 452425 Manufacturer Part #: 680-PU2	615/93	6.0000	PAK	\$3.56000	\$21.36	10/09/2020
						Schedule Total	\$21.36
						ReqID:	0000009752
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 2	\$21.36

Authorized Signature

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	Post-it Flags: Standard Page Flags in Dispenser, Red, 100 Flags/Dispenser Supplier Part Number: 452367 Manufacturer Part #: 680-RD2	615/93	6.0000	PAK	\$2.70000	\$16.20	10/09/2020
						Schedule Total	\$16.20
						ReqID:	0000009752
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 3	\$16.20
Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
4-1	Post-it Flags: Standard Page Flags in Dispenser, Green, 100 Flags/Dispenser Supplier Part Number: 452391 Manufacturer Part #: 680- GN2	615/93	6.0000	PAK	\$3.56000	\$21.36	10/09/2020
						Schedule Total	\$21.36
						ReqID:	0000009752
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 4	\$21.36

Authorized Signature

10/06/2020



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Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
5-1	Post-it Flags: Standard Page Flags in Dispenser, Yellow, 100 Flags/Dispenser Supplier Part Number: 452409 Manufacturer Part #: 680- YW2	615/93	6.0000	PAK	\$2.70000	\$16.20	10/09/2020
						Schedule Total	\$16.20
						<b>ReqID:</b> 0000009752	
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 5	\$16.20
6-1	Office Depot Brand Rubber Bands, #64, 3 1/2in x 1/4in, Crepe, 1-Lb Bag; Suppler #855946 / Manuf #2464408	615/75	3.0000	BAG	\$2.52000	\$7.56	10/09/2020
						Schedule Total	\$7.56
						<b>ReqID:</b> 0000009752	
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 6	\$7.56
7-1	Calculator, Desktop, Two- Color Printing, Black/red Print, 2.5 Lines/sec; Supplier #60016506181 / Manuf #EL1801V	600/16	2.0000	EA	\$35.75000	\$71.50	10/09/2020
						Schedule Total	\$71.50
						<b>ReqID:</b> 0000009752	
Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov						Item Total for Line # 7	\$71.50

Authorized Signature

*[Handwritten Signature]*  
 Purchaser

10/06/2020



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Total PO Amount

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.

Texas Department of Motor Vehicles Standard Terms and Conditions can be found at: <http://www.txdmv.gov/contractors-vendors>

Authorized Signature

*[Handwritten Signature]*  
Purchaser

10/06/2020



# Purchase Order

## PO No. 21012118

Order Date: 10/6/2020

Internal Tracking No.: 0000008817

**Contractor Info**

Office Depot, LLC  
15926639541  
9501 Amberglen Blvd., Suite 200  
Austin, TX 78729

(512) 765-7536

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**NOTE TO CONTRACTOR:****Disclaimer**

The State of Texas is exempt from all Federal Excise Taxes except as noted in each contract.

**STATE AND CITY SALES TAX EXEMPTION CERTIFICATE:**

The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas, or a Texas County, City, Special District, or Other Political Subdivision.

*Bobby Pounds*

**Texas Comptroller of Public Accounts – Statewide Procurement Division**

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Amanda Maxwell	Amanda.maxwell@txdmv.gov	(512) 465-1226

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61593	452375	<b>Post it Flags, 1in x 1 7/10in, Blue, 50 Flags Per Pad, Pack Of 2 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 680-BE2 Manufacturer Name: Post-it	6	PACK	3.56	\$21.36



# Purchase Order

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
2	61593	452425	<b>Post it Flags, 1in x 1 7/10in, Purple, 50 Flags Per Pad, Pack Of 2 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 680-PU2 Manufacturer Name: Post-it	6	PACK	3.56	\$21.36
3	61593	452367	<b>Post-it Flags, 1in x 1 7/10in, Red, 50 Flags Per Pad, Pack Of 2 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 680-RD2 Manufacturer Name: Post-it Notes	6	PACK	2.70	\$16.20
4	61593	452391	<b>Post it Flags, 1in x 1 7/10in, Green, 50 Flags Per Pad, Pack Of 2 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 680-GN2 Manufacturer Name: Post-it	6	PACK	3.56	\$21.36



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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
5	61593	452409	<b>Post-it Flags, 1in x 1 7/10in, Yellow, 50 Flags Per Pad, Pack Of 2 Pads</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 680-YW2 Manufacturer Name: Post-it Notes	6	PACK	2.70	\$16.20
6	61575	855946	<b>Office Depot Brand Rubber Bands, #64, 3 1/2in x 1/4in, Crepe, 1-Lb Bag</b> Contract: TXMAS-20-7501 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 10/8/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: 2464408 Manufacturer Name: Office Depot	3	BAG	2.52	\$7.56
7	60016	60016506181	<b>Calculator, Desktop, Two-Color Printing, Black/red Print, 2.5 Lines/sec, Freight Included</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 1 Delivery Date: 10/7/2020 Notes: TXDMV Contact: Monica Hernandez Finance Phone: 512/465-1261 Email: monica.hernandez@txdmv.gov MPN: EL1801V Manufacturer Name: Sharp	2	Each	35.75	\$71.50

**Total \$175.54**