# Texas Department of Motor Vehicles
## Business Unit # 60800
## Purchase Order # 0000004518



Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **11/01/17** 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:**
COSA INC
OFFICE EDGE
2209 DONLEY DR STE A
AUSTIN TX 787584515
**United States**

**Vendor ID**: 1742682389 8

**Purchaser:** Douglas A Leach
**Phone:** 512/465-4180
**Fax:** 512/465-5641
**Email:** Douglas.Leach@txdmv.gov

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

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

**Fax:**
**Email:** DMV_FIN-INVOICES@TxDMV.gov

**PO Information:**

Quantity(ies):
Quantities are estimated: TxDMV does not guarantee to purchase any minimum or maximum quantity. TxDMV reserves the right to increase or decrease the quantity(ies) of the purchase order at the same original terms and conditions. The vendor will be notified in writing by purchase order change notice of any requirements for any increased or decreased quantity(ies).

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, whichever is later.

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

This procurement is governed by the terms and conditions in TXMAS-5-75020.

TxDMV Contact: Gerri Ries
(512) 872-8103
Gerri.Ries@TxDMV.gov

Vendor Contact: Karen Bogart
(512) 835-1891 x152

**Authorized Signature**

ICTPM

**11/01/2017**

# Texas Department of Motor Vehicles
## Business Unit # 60800
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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|---|---|---|---|---|---|---|---|
| 1- 1 | Desktop Tape Dispenser<br>Comm Code: MMMC38B | 615/88 | 5.0000 | EA | $4.60000 | $23.00 | 11/03/2017 |

**Schedule Total** $23.00

ReqID:
0000005381

**Item Total for Line # 1** $23.00

**Total PO Amount** $23.00

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**

**11/01/2017**

# Purchase Order

## PO No. 18039944

Order Date: 11/1/2017

Internal Tracking No.: 60800 0000004518

**Contractor Info**
Office Edge
17426823898
2314 Rutland #225
Austin, TX 78758
Karen Bogart
(512) 835-1891 x152

**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:** TxDMV Contact: Gerri Ries
(512) 872-8103
Gerri.Ries@TxDMV.gov

**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.

Dee Dorsey

**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS - CTPM**

| Agency | Purchaser | Email | Phone |
|---|---|---|---|
| Texas Department Of Motor Vehicles - 608 | Douglas Leach | Douglas.Leach@TxDMV.gov | (512) 465-4180 |

| Line # | NIGP Code | Commodity Code/ Supplier Part # | Item | QTY | UOM | Unit Price | Extended Price |
|---|---|---|---|---|---|---|---|
| 1 | 61588 | MMMC38B | **Scotch® Desktop Tape Dispenser, Jewel Pop Blue**<br>Contract: TXMAS-5-75020<br>Contract Type: TXMAS<br>Delivery ARO (days): 2<br>Delivery Date: 11/3/2017<br>Manufacturer Name: 3M Commercial Office Supply Div. | 5 | EACH | 4.60 | $23.00 |

**Total $23.00**