Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000004702

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **01/08/18** PO Method: **DG** Dispatch: **Dispatch Via Print** Rev Dt:

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

Vendor:
P D MORRISON ENTERPRISES INC
DBA PDME INC
BUILDING 2 STE 208
1120 TORO GRANDE DR
CEDAR PARK TX 786136974
United States

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

Bill To:
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1742695260 6

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

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.

Reference PDME online State of Texas pricing.

TxDMV Contact: Tammy Wooten
(512) 465-4016
Tammy.Wooten@TxDMV.gov

PDME Contact: Anna Vargas
1-800-723-3345 ex 111
avargas@pdme.com

Authorized Signature

ICTPM

01/08/2018

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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Waterproof Poly File Folders, 1/3 Cut Top Tab, Letter, Red, 24/Box SMD10501	615/45	4.0000	BOX	$15.72000	$62.88	01/22/2018

Schedule Total $62.88

ReqID:
0000005533

Item Total for Line # 1 $62.88

Total PO Amount $62.88

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

ICTPM

01/08/2018