



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006343

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **12/18/18** 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: OFFICE DEPOT INC
 8510 4 WINDS DR
 WINDCREST TX 78239-1946
 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: David J Moran
Phone: 512/465-4180
Fax:
Email: David.Moran@txdmv.gov

Fax:
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.

Vendor shall place purchase order number on each carton and shipping label.

See attached vendor shopping cart page for quote.

TxDMV Contact:

Renee Israel
 Renee.Israel@TxDMV.gov
 (512) 465-1420

VENDOR Contact:

Rose Rivera
 Rose.Rivera@officedepot.com
 OR
 Tommy Trcka
 Tommy.Trcka@officedepot.com

Authorized Signature

David Moran *Podrigz Garcia*

12/18/2018



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Mailing Address Labels, 354328049, 4" x 3 5/16", Neon Yellow, Pack Of 120 Item # 235850	615/51	1.0000	PKG	\$11.99000	\$11.99	12/27/2018
						Schedule Total	<input type="text" value="\$11.99"/>
						ReqID: 0000007121	
						Item Total for Line # 1	<input type="text" value="\$11.99"/>
2- 1	Glue, 2 Oz. Item # 166904	450/03	2.0000	BOT	\$6.29000	\$12.58	12/27/2018
						Schedule Total	<input type="text" value="\$12.58"/>
						ReqID: 0000007121	
						Item Total for Line # 2	<input type="text" value="\$12.58"/>
						Total PO Amount	<input type="text" value="\$24.57"/>

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 *Rodriguez Garcia*
David Moun
 12/18/2018