



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006452

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **01/17/19** 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*
David Moran
 01/17/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Stackable Double Cube, 12"H x 6"W x 6"D, Clear Item# 326529	615/33	4.0000	EA	\$14.29000	\$57.16	01/25/2019
						Schedule Total	\$57.16
				ReqID:	0000007230		
						Item Total for Line # 1	\$57.16
						Total PO Amount	\$57.16

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
David Mann Garcia
01/17/2019