



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006470**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **01/22/19** 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:** V QUEST OFFICE MACHINES & SUPPLIES LTD  
PO BOX 157  
WEIR TX 786740157  
United States

**Ship To:** 1P25 - Wichita Falls  
1601-A Southwest Parkway  
Wichita Falls TX 76302  
United States

**Vendor ID:** 1743085130 7

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

**Purchaser:** Sarah Marie Gresham  
**Phone:** 512/465-4199  
**Fax:** 512/465-5641  
**Email:** Sarah.Gresham@txdmv.gov

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

**PO Information:**

Office supplies for the TxDMV Wichita Falls Regional Office  
TxSmartBuy PO #19060411  
TXMAS-18-7506

TxDMV Contact:  
Lori Stovall  
(940) 235-4816  
Lori.Stovall@TxDMV.gov

**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.

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCED*

**01/22/2019**



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Texas SmartBuy  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Laser Labels - 1-1/3"X 4" - Self-Adhesive - 1,400/Box - White - CC#7530013025504	207/72	2.0000	BOX	\$37.40000	\$74.80	01/24/2019
						Schedule Total	\$74.80
						ReqID:	0000007246
Shipping Included.						Item Total for Line # 1	\$74.80
2- 1	Envelope Letter Opener - Compact - Black - SP#QUAR9975	615/33	8.0000	EA	\$3.86000	\$30.88	01/24/2019
						Schedule Total	\$30.88
						ReqID:	0000007246
Shipping Included.						Item Total for Line # 2	\$30.88
3- 1	Envelope Moistener - W/ Adhesive - Fast-Drying - 50 MI - SP#QUA46065	605/46	48.0000	EA	\$2.20000	\$105.60	01/24/2019
						Schedule Total	\$105.60
						ReqID:	0000007246
Shipping Included.						Item Total for Line # 3	\$105.60
						Total PO Amount	\$211.28

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.

Authorized Signature  
*Sarah M. Gresham, CTCM, CTCB*  
01/22/2019



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

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCD*

**01/22/2019**



# Purchase Order

## PO No. 19060411

Order Date: 1/22/2019

Internal Tracking No.: 0000006470

**Contractor Info**

V-Quest Office Machines & Supplies  
17430851307  
PO Box 157  
Weir, TX 78764

(512) 763-8800

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
1601-A SOUTHWEST PARKWAY  
WICHITA FALLS TX 76302

**NOTE TO CONTRACTOR:** TxDMV Contact:

Lori Stovall  
(940) 235-4816  
Lori.Stovall@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.

*Bobby Pounds*

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

Agency	Purchaser	Email	Phone
Texas Department Of Motor Vehicles - 608	Sarah Gresham	<a href="mailto:Sarah.Gresham@TxDMV.gov">Sarah.Gresham@TxDMV.gov</a>	(512) 465-4199

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	20772	7530013025504	<b>Laser Labels,1-1/3"X 4", Self-Adhesive, 1,400/BoX , White</b> Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 1/24/2019 MPN: 0013025504 Manufacturer Name: SKILCRAFT	2	BOX	37.40	\$74.80
2	61553	QUAR9975	<b>Envelope Letter Opener, Compact, Bk</b> Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 1/24/2019 MPN: R9975 Manufacturer Name: Quality Park	8	EACH	3.86	\$30.88



# Purchase Order

PO No. 19060411

Order Date: 1/22/2019

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Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
3	60546	QUA46065	<b>Envelope Moistener, W/ Adhesive, Fast-Drying, 50 MI</b> Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 1/24/2019 MPN: 46065 Manufacturer Name: Quality Park	48	EACH	2.20	\$105.60

**Total \$211.28**