



Texas Department of Motor Vehicles
Business Unit # 60800
Purchase Order # 0000006522

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **E** Date: **02/07/19** 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: 1P07 - Corpus Christi Region
602 N. Staples Street
Corpus Christi TX 78401
United States

Vendor ID: 1592663954 1

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:

Ink rollers for the TxDMV Corpus Christi Regional Office

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

See attached vendor shopping cart page for quote.

TxDmv Contact:
Cynthia.Cortinas
(361) 808-3912
Cynthia.Cortinas@TxDMV.gov

Vendor Contact:
Tommy Trcka
Tommy.Trcka@officedepot.com

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

02/07/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Porelon 42-2 - Replacement Ink Rollers - Blk/Red - Item #848564	600/64	3.0000	PAK	\$12.99000	\$38.97	02/15/2019
						Schedule Total	<input type="text" value="\$38.97"/>
						ReqID: 0000007297	
Shipping Included						Item Total for Line # 1	<input type="text" value="\$38.97"/>

Total PO Amount

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

Sarah M. Gresham, CTCM, CTCB


02/07/2019



Shopping Cart

Your current delivery zip code **78731** [Change Zip](#)

Estimated total: \$38.97 **FREE DELIVERY**

	Pickup or Delivery	Unit Price	Qty	Subtotal
	Delivery	\$12.99 pack	<input type="text" value="3"/>	\$38.97
	Standard Delivery 3-5 Days To 78731 Expedited options available	\$8.47 Business Select		

Order summary

Items (3)	Subtotal	\$38.97
Delivery	FREE	
Estimated Sales Tax		\$0.00
Are you tax exempt?		
Estimated Total		\$38.97

Feedback