



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006604**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **0** Date: **03/05/19** PO Method: **DG** Dispatch: **Dispatch** Rev Dt: **Via Print**

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

**Vendor:** TEXAS DEPARTMENT OF CRIMINAL JUSTICE (TD)  
PO BOX 99  
HUNTSVILLE TX 773420099  
United States

**Ship To:** 1P17 - Longview Region  
4549 W. Loop 281  
Longview TX 75604  
United States

**Vendor ID:** 3696696696 6

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

**Purchaser:** Rodrigo Garcia  
**Phone:** 512/465-4181  
**Fax:** 512/465-5641  
**Email:** Rodrigo.Garcia@txdmv.gov

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

**PO Information:**

The logo to be imprinted on the goods covered by this procurement is copyrighted by TxDMV. The vendor is advised that permission for use of the logo is granted only for meeting the requirements of this procurement. Any person or company wishing to use the logo for other than this purpose must contact the TxDMV Purchasing Section at (512) 465-4193.

**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 Contact: TDCJ - Texas Correctional Industries, 936-437-6048, tci@tdcj.texas.gov

TxDMV contact: Maria Guevara, (903) 237-2816, Maria.Guevara@TxDMV.gov

Interagency Agreement Contract Act:  
Texas Government Code, Title 7, Chapter 771

**Authorized Signature**

*Rodrigo Garcia*

**03/05/2019**



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**Business Unit # 60800**  
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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Business Card 3.5" x 2", LB Smooth cover, 1 sided full color, Form # DMV-0108, 500 / Box. Term of Service: 03/5/2019 - 04/23/2019. Per TCI Bid #: 1909-165	966/07	2.0000	BOX	\$12.75000	\$25.50	03/05/2019
						<b>Schedule Total</b>	<input type="text" value="\$25.50"/>
						ReqID: 0000007369	
<p>Card to read:            (TXDMV LOGO)            LONGVIEW REGIONAL SERVICE CENTER            O 903.237.2800 F 903.237.2805            Apportioned Fax 903.237.2804            LVW-VTRMAILBOX@TxDMV.gov</p> <hr/> <p>4549 W. LOOP 281, LONGVIEW, TEXAS 75604            www.TxDMV.gov</p>							
						<b>Item Total for Line # 1</b>	<input type="text" value="\$25.50"/>

**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**

*Rodrigo Garcia*

**03/05/2019**