



Texas Department of Motor Vehicles
Texas SmartBuy
Business Unit # 60800
Purchase Order # 0000006640
Purchase Order Change Notice (# 1)

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **03/11/19** PO Method: **AT** Dispatch: **Dispatch Via Print** Rev Dt: **03/19/19**

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

Vendor: TEJAS OFFICE PRODUCTS, INC
1255 W 20TH ST
HOUSTON TX 77008-3315
United States

Ship To: 1P00 - TxDMV Warehouse
4000 Jackson Avenue
Austin TX 78731
United States

Vendor ID: 1760032427 5

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:

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.

TxSmartBuy Purchase Order: 19086475

This purchase order was processed in accordance with contract: TXMAS-18-7506.

Supplier contact information: Shelley Tousignant, (713) 864-6004, CSR@tejasoffice.com

TxDMV: Lana Brown, (512) 465-4043, Lana.Brown@TxDMV.gov

POCN#1 by Rodrigo Garcia.

The line two item was incorrectly ordered. The line is canceled since the item that is needed is not in SmartBuy

Authorized Signature

Rodrigo Garcia

03/19/2019



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| Line-Sch | Line Description | Class/Item | Quantity | UOM | Unit Price | Extended Amt | Due Date |
|----------|--|------------|----------|--------|------------|--------------------------------|---------------------------------------|
| 1- 1 | Tripod Easel, Adjustable Hgt. 35" To 64", Aluminum/Silver | 785/47 | 2.0000 | EA | \$87.26000 | \$174.52 | 03/13/2019 |
| | | | | | | Schedule Total | <input type="text" value="\$174.52"/> |
| | | | | ReqID: | 0000007319 | | |
| | | | | | | Item Total for Line # 1 | <input type="text" value="\$174.52"/> |
| 2- 1 | Wausau Papers 8.5 x 11 Card Stock Paper, White item # 40411 | 645/31 | 4.0000 | EA | \$15.29000 | \$0.00 | CANCEL |
| | | | | | | Schedule Total | <input type="text" value="\$0.00"/> |
| | | | | | | Item Total for Line # 2 | <input type="text" value="\$0.00"/> |
| | | | | | | Total PO Amount | <input type="text" value="\$174.52"/> |

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
03/19/2019