



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006747**

Payment Terms: NET30 Freight Terms: PREPAY AND ADD Ship Via: VNDR PCC: E Date: 04/03/19 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:** P D MORRISON ENTERPRISES INC  
 DBA PDME INC  
 BUILDING 2 STE 208  
 1120 TORO GRANDE DR  
 CEDAR PARK TX 786136974  
 United States

**Ship To:** IP13 - Fort Worth Region  
 2425 Gravel Dr.  
 Fort Worth TX 76118  
 United States

**Vendor ID:** 1742695260 6

**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:**

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

**TxDMV Contact:**  
 Michael Marconi  
 Michael.Marconi@TxDMV.gov  
 (817) 285-1522

**PDME Contact:**  
 Anna Vargas  
 avargas@pdme.com  
 1-800-723-3345 ex 111

**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

*David Moran*  
*Rodrigo Garcia*  
 04/03/2019



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Paper Clips, Jumbo, Silver, 100/Box SKU: UNV 72220BX	615/69	12.0000	BOX	\$0.49000	\$5.88	04/11/2019
						Schedule Total	\$5.88
						ReqID: 0000007517	
						Item Total for Line # 1	\$5.88
2- 1	Stick Ballpoint Pen, Medium 1mm, Black Ink, Gray Barrel, Dozen SKU: UNV 27410	620/80	6.0000	DOZ	\$0.99000	\$5.94	04/11/2019
						Schedule Total	\$5.94
						ReqID: 0000007517	
						Item Total for Line # 2	\$5.94
3- 1	Stick Ballpoint Pen, Medium 1mm, Blue Ink, Gray Barrel, Dozen SKU: UNV 27411	620/80	4.0000	DOZ	\$1.52000	\$6.08	04/11/2019
						Schedule Total	\$6.08
						ReqID: 0000007517	
						Item Total for Line # 3	\$6.08
						Total PO Amount	\$17.90

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

*David Mann*  
*Rodrigo Garcia*

04/03/2019



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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

*Rodrigo Garcia*  
*Rodrigo Garcia*

04/03/2019