



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006757**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **A** Date: **04/03/19** PO Method: **AT** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** WORKQUEST  
1011 E 53rd St  
AUSTIN TX 78751  
United States

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

**Vendor ID:** 1741976051 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:**

Copy paper for the TxDMV ITS Division  
Tx SmartBuy PO #19097050  
Term Contract: 645-A1

TxDMV Contact:  
Virginia Pickering  
(512) 465-4031  
Virginia.Pickering@TxDMV.gov

Vendor Contact:  
(512) 451-8145  
information@workquesttx.com

Texas Industries for the Blind and Handicapped (TIBH):  
Human Resources Code, Title 8, Chapter 122, Section 122.001 and Texas Government Code, Title 10, Chapter 2155, Sections 2155.138 and 2155.441

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, CTCB*

**04/04/2019**



Texas Department of Motor Vehicles  
Texas SmartBuy  
Business Unit # 60800  
Purchase Order # 0000006757

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Paper, Bond, Recycled, Prem No. 4, 20lb, Letter - CC#64521350104-10	645/21	10.0000	CS	\$46.30000	\$463.00	04/23/2019
						<b>Schedule Total</b>	<input type="text" value="\$463.00"/>
						<b>ReqID:</b> 0000007521	
Freight Included						<b>Item Total for Line # 1</b>	<input type="text" value="\$463.00"/>

**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*

**04/04/2019**



# Purchase Order

## PO No. 19097050

Order Date: 4/3/2019

Internal Tracking No.: 0000006757

**Contractor Info**

WorkQuest (formerly TIBH)  
17419760511  
1011 East 53 1/2 Street  
Austin, TX 78751

(512) 451-8145

**Bill To**

4000 JACKSON AVENUE  
AUSTIN TX 78731

**Ship To**

Texas Department Of Motor Vehicles - 608  
4000 JACKSON AVENUE  
AUSTIN TX 78731

**NOTE TO CONTRACTOR:** TxDMV Contact:

Virginia Pickering  
(512) 465-4031  
Virginia.Pickering@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	64521	64521350104-10	<b>Paper, Bond, Virgin, Premium No. 4, 20 Lb., 8-1/2" X 11", Freight is included</b> Contract: 645-A1 Contract Type: Term Delivery ARO (days): 20 Delivery Date: 4/23/2019 Manufacturer Name: Skilcraft	10	CRTN	46.30	\$463.00

**Total \$463.00**