



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006774**

Payment Terms: **NET30** Freight Terms: **FOB Destination** Ship Via: **VNDR** PCC: **X** Date: **04/08/19** 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:** TEJAS OFFICE PRODUCTS, INC  
1225 W. 20TH STREET  
USA  
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:** 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:**

Fastener folders for the TxDMV CID Division  
Tx Smartbuy PO No. 19097893  
TXMAS-18-7506

TxDMV Contact:  
Victoria Nichols  
(512) 465-4001  
Victoria.Nichols@TxDMV.gov

Vendor Contact:  
(713) 864-6004

**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*

**04/09/2019**



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006774**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
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1- 1	Pendeflex Top Tab Fastener Folder, 1/3 Cut Top Tab, Legal, 18 Point, Manila, 50/Box, PFX1953718PT (TX SmartBuy)	615/45	1.0000	EA	\$59.05000	\$59.05	04/10/2019
						<b>Schedule Total</b>	<input type="text" value="\$59.05"/>
						<b>ReqID:</b> 0000007495	
						<b>Item Total for Line # 1</b>	<input type="text" value="\$59.05"/>

**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*  
**04/09/2019**



# Purchase Order

## PO No. 19097893

Order Date: 4/8/2019

Internal Tracking No.: 0000006774

**Contractor Info**

Tejas Office Products, Inc. - Austin  
17600324275  
2314 Rutland Dr  
Austin, TX 78758

(713) 864-6004

**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:**

Victoria Nichols  
(512) 465-4001  
Victoria.Nichols@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	61545	PFX1953718PT	<b>Top Tab Fastener Folder, 1/3 Cut Top Tab, Legal, 18 Point, Manila, 50/BoX</b> Contract: TXMAS-18-7506 Contract Type: TXMAS Delivery ARO (days): 2 Delivery Date: 4/10/2019 MPN: 1953718PT Manufacturer Name: Pendaflex	1	BOX	59.05	\$59.05

**Total \$59.05**