



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006806**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **VNDR** PCC: **A** Date: **04/14/19** 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:** See Detail Below

**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:**

Office supplies for the TxDMV Carrollton/Dallas RSC and the FNS Division  
 Tx Smartbuy PO No. 19099005  
 Term Contracts: 615-A1 and 620-A1

**TxDMV Contacts:**

Line 1:  
 Krystal Reed  
 (972) 478-5220  
 Krystal.Reed@TxDMV.gov

Lines 2 and 3:

Monica Hernandez  
 (512) 465-1261  
 Monica.Hernandez@TxDMV.gov

**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.

**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

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCB*

**04/15/2019**



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006806**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Self Stick Note Pad, 3" x 3", Yellow,Fan fold refill, 100 Sheets/Pad, 12Pads/Pk. CC#61562383602	615/62	2.0000	PAK	\$15.94000	\$31.88	04/29/2019
	Ship To: 1P08  1925 E. Beltline, Ste. 100 Carrollton TX 75006 United States					<b>Schedule Total</b>	[ \$31.88 ]
					ReqID: 0000007548		
					<b>Item Total for Line # 1</b>	[ \$31.88 ]	
2- 1	Highlighter, Wedge Tip, 12 Each, Orange. CC#62090361007	620/90	1.0000	DOZ	\$6.49000	\$6.49	04/29/2019
	Ship To: 1P00  4000 Jackson Avenue Austin TX 78731 United States					<b>Schedule Total</b>	[ \$6.49 ]
					ReqID: 0000007403		
	CFO Suite				<b>Item Total for Line # 2</b>	[ \$6.49 ]	

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCB*

**04/15/2019**



**Texas Department of Motor Vehicles**  
**Texas SmartBuy**  
**Business Unit # 60800**  
**Purchase Order # 0000006806**

Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
3- 1	Pen, Gel Ink, 0.7mm, Retractable,Rubber Grip, Zebra Sarasa, 4 Pens/Pack, Red. CC#62080230105	620/80	4.0000	PAK	\$6.08000	\$24.32	04/29/2019
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	<input type="text" value="\$24.32"/>
					<u>ReqID:</u> 0000007403		
	CFO Suite					<b>Item Total for Line # 3</b>	<input type="text" value="\$24.32"/>

**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*

**04/15/2019**



# Purchase Order

## PO No. 19099005

Order Date: 4/14/2019

Internal Tracking No.: 0000006806

**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**

Items to be shipped to multiple addresses. See shipping details below for each line item.

**NOTE TO CONTRACTOR: TxDMV Contacts:**

Line 1:

Krystal Reed  
(972) 478-5220  
Krystal.Reed@TxDMV.gov

Lines 2 and 3:

Monica Hernandez  
(512) 465-1261  
Monica.Hernandez@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



# Purchase Order

## PO No. 19099005

Order Date: 4/14/2019

Internal Tracking No.: 0000006806

Line #	NIGP Code	Commodity Code/ Supplier Part #	Item	QTY	UOM	Unit Price	Extended Price
1	61562	61562383602	<b>Self Stick Note Pad, 3" x 3", Yellow, Fan fold refill, 100 Sheets/Pad, 12 Pads/Pk, Plus Freight Order Less Than \$25</b> Contract: 615-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/29/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 1925 E BELTLINE ROAD , SUITE 100 CARROLLTON TX 75006 Manufacturer Name: 3M	2	PACK	10.79	\$21.58
2	62090	62090361007	<b>Highlighter, Wedge Tip, 12 Each, Plus Freight Order Less Than \$25</b> Attribute 1: 62090366006-Orange Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/29/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731	1	DOZ	6.49	\$6.49
3	62080	62080230105	<b>Pen, Gel Ink, 0.7mm, Retractable, Rubber Grip, Zebra Sarasa, 4 Pens/ Pack, Plus Freight Order Less Than \$25</b> Attribute 1: Red-62080230303 Contract: 620-A1 Contract Type: Term Delivery ARO (days): 14 Delivery Date: 4/29/2019 Ship to Address: Texas Department Of Motor Vehicles - 608 4000 JACKSON AVENUE AUSTIN TX 78731	4	PACK	6.08	\$24.32

**Total \$52.39**