



**Texas Department of Motor Vehicles**  
**Business Unit # 60800**  
**Purchase Order # 0000006834**

Payment Terms: **NET30** Freight Terms: **PREPAY AND ADD** Ship Via: **See Detail Below** PCC: **E** Date: **04/17/19** PO Method: **SP** Dispatch: **Dispatch Via Print** Rev Dt:

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

**Vendor:** R W GONZALEZ OFFICE PRODUCTS INC  
 2929 LONGHORN BLVD STE 106  
 AUSTIN TX 787587681  
**United States**

**Ship To:** See Detail Below

**Vendor ID:** 1223874665 0

**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:**

Custom stamps for the TxDMV El Paso RSC and VTR Division  
 Pricing as per attached email quote, dated 4/17/2019

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

TxDMV Contacts:  
 Line 1:  
 Jackie Duckworth  
 (512) 465-1458  
 Jackie.Duckworth@TxDMV.gov

Line 2:  
 Yolie Brijalba  
 (915) 594-6012  
 Yolie.Brijalba@TxDMV.gov

Vendor Contact:  
 Mary Carneiro  
 512-717-6628  
 mary@gonzalezop.com

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, CTCED*

**04/17/2019**



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Line-Sch	Line Description	Class/Item	Quantity	UOM	Unit Price	Extended Amt	Due Date
1- 1	Trodat Top and Bottom Line Custom Date Stamper #5430	615/77	2.0000	EA	\$43.70000	\$87.40	04/30/2019
	Ship To:	1P00					
		4000 Jackson Avenue Austin TX 78731 United States					
						<b>Schedule Total</b>	\$87.40
					<u>ReqID:</u> 0000007537		
	Trodat Professional Self-Inking Date Stamp 5440: Custom text above date: VTR-VDM Date Custom text below date: DATA CONTRACTS Ink Color: Blue Text Red Date  ATTN: Jackie Duckworth						
						<b>Item Total for Line # 1</b>	\$87.40
2- 1	Trodat Professional Self- Inking Date Stamp #5440	615/77	4.0000	EA	\$47.50000	\$190.00	04/30/2019
	Ship To:	1P09					
		1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States					
						<b>Schedule Total</b>	\$190.00
					<u>ReqID:</u> 0000007562		
	Trodat Professional Self-Inking Date Stamp 5440: Custom text above date: RECEIVED Date Custom text below date: EL PASO RSC Ink Color: Blue Text Red Date  ATTN: Yolie Brijalba						
						<b>Item Total for Line # 2</b>	\$190.00

**Authorized Signature**

*Sarah M. Gresham, CTCM, CTCB*

**04/17/2019**



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3- 1	Shipping fee - El Paso RSC	962/86	1.0000	LOT	\$9.00000	\$9.00	04/30/2019
	Ship To:	1P09					
		1227 Lee Trevino, Ste. 100 El Paso TX 79907 United States					
						<b>Schedule Total</b>	<input type="text" value="\$9.00"/>
						<b>Item Total for Line # 3</b>	<input type="text" value="\$9.00"/>

**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*

**04/17/2019**